

Part-Time Kitchen Manager

Covenant Presbyterian Church is seeking a **part-time Kitchen Manager** to help foster fellowship, hospitality, and connection through food and shared meals. As our church community continues to grow, so do the opportunities to gather around the table. The continued success of the Bradfield Café (Sunday coffee and donuts), an increase in special dinners and receptions, and our desire to offer occasional congregational meals have created the need for this new position.

Position Overview

The Kitchen Manager will assist with coordination and oversight of the planning and operation of the Bradfield Café, support church meals and special events, and oversee the organization and care of the church kitchen. This role works closely with church staff and volunteers to create a welcoming environment while ensuring the kitchen remains well-stocked, organized, and compliant with food safety standards.

Responsibilities

- In collaboration with Deacons and church staff, assist with coordination and oversight of the Bradfield Café, including volunteer scheduling and preparation.
- Be present for Bradfield Café at least **two Sunday mornings each month**.
- Recruit, train, and support volunteers for kitchen-related ministries and events.
- Assist with special events such as funeral receptions and congregational meals, including food preparation, serving, and cleanup. Help with five weekly congregational meals in Lent during spring are events where help is especially needed.
- Ensure kitchen supplies are maintained and communicate inventory needs to the church office for ordering.
- Oversee kitchen organization, cleanliness, and food handling practices.
- Coordinate or prepare simple meals for occasional church gatherings and events.

Qualifications

The ideal candidate will be:

- Experienced with kitchen operations and food service.
- Passionate about creating welcoming hospitality through food and fellowship.
- Highly organized, dependable, and able to coordinate multiple responsibilities.
- Comfortable working with and leading volunteers.
- Available at least **two Sunday mornings each month**.

Compensation

This is a **part-time, paid position at \$20 per hour**, averaging **approximately five hours per week**, with additional paid hours available for occasional special events. The Kitchen Manager is supervised by the Church Administrator.