

Desert Hills Lutheran Church – Job Description

Title: Kitchen Manager/Chef (PT) **Department:** Administration **Reports to:** Director of Congregation Support

Coordinates With: Director of Congregation Support, committees and volunteers

Description Revised: June 2022

Primary Responsibilities: The kitchen manager/chef is responsible for the overall operation of the commercial kitchen at Desert Hills Lutheran Church (DHLC). Plans and/or coordinates all large and small events and activities when the kitchen is necessary; plans menu and procures supplies; trains and schedules kitchen volunteers; maintains compliance with Pima County food sanitation and storage codes; conducts kitchen inspections; and prepares meals.

Duties:

- Take measures to ensure continuance of church's food service license as granted by the health department. This includes managing all inspections relating to the kitchen.
- Identify, recruit, train and supervise kitchen volunteers and staff.
- Work with committees and staff in scheduling and planning menus
- Plan and maintain food and supply inventory.
- Plan, prepare, and buy supplies to prepare meals for groups of 20 – 200 attendees.
- Assure cleanliness and proper function of all kitchen equipment. Alert Director of Congregation Support of any issues or repairs needed.
- Coordinate with custodial staff as needed for cleaning and repairs.
- Support the ministry of DHLC by performing other duties when requested.

Qualifications:

- Food Protection Manager Certification
- Must be able to stand for long periods of time and lift 25 pounds.
- Must be able to work a flexible schedule, including evenings and weekends.
- Experience working in a commercial kitchen, restaurant, or culinary education, both cooking and managing.
- Strong organizational, planning, problem-solving, and communication skills
- Detail oriented and commitment to excellence.