

Christ Church Leadership Position Covenant

Chef for the Kitchen of Christ Church

Position: Hourly, Non-Exempt

Reports to: Hospitality Leader

Supervision: Staff, Volunteers and Contract Employees

Contact: Bev Adams 703-425-3580

Job Summary: To provide healthy and tasty meals for church events, camps and other catering events held at Christ Church, i.e. District and Conference UMC events, wedding receptions, etc. This position is also responsible for preparing a weekly Wednesday night dinner for approximately 200 people. The Chef will plan the menu, shop, use budgeted guidelines, prepare and serve the meals. The Wednesday Night Dinner (WND) set-up and clean-up will be coordinated with the volunteers for WND. The Chef will also prepare healthy snacks for Greentree Christian School (as needed) and camps held on the church grounds. The Chef will help Christ Church model Radical, Irrational Hospitality to all that enter the doors of our church.

Qualifications

To perform this job successfully, this individual must have:

- A commitment to Christ Church's Statement of Faith and Mission.
- Licensing with Fairfax County and has an active Standard Northern Virginia Certified Food Manager (NVCFM) card (copy to be kept on file in their personnel file). Renewed every 5 years.
- Physical strength, able to lift 50-75 pounds when shopping and receiving food
- Ability to plan nutritious menus that appeals to about 200 people on Wednesday night for a weekly dinner and serve within a budget and in a timely manner.
- Ability to coordinate with Green Tree director and Camp director to provide healthy lunches and snacks for children of the pre-school and campers.
- Ability to work a flexible schedule to coordinate around events needing food preparation.
- Purchase food and supplies within an established Christ Church budget and watching for sales to reduce the cost of food supplies.
- Ability to shop at Restaurant Depot and transport food from Restaurant Depot using own transportation or church van. If using the Christ Church van must be able to have a driving record that the Christ Church insurance company will approve the coverage for the use of the van.
- Providing input in annual budget for Food and Kitchen expenses.
- Prepares and serves meals encouraging volunteers to use their spiritual gifts.
- Responsible for adhering and training volunteers to standards for sanitation practices and food safety standards.
- Desire to work catered events held on campus, examples wedding receptions, sport and scouting dinners and other catering events. Christ Church will receive a fee directly from the organization holding the event at the church. Chef will be compensated directly by the organization of the event for the food costs and staffing needs. Chef will provide their own contract employees to prepare and serve. Christ Church employees cannot use any of their Christ Church hours to serve in any way for the catered events not running through the Christ Church Finance Office.
- Desire to grow along side of Christ Church on campus and in the Community.

Essential Duties and Responsibilities

- Work with the Hospitality Lead on kitchen and volunteer needs.
- Food preparation to be healthy and nutritious and a variety of xxxxxx
- Responsible for the cleanness and maintenance of the kitchen
- Working with Christ Church Kitchen Team includes Lead of Volunteers and the Volunteer staff.
- Supervise and recruit volunteer team along with the Lead Volunteer.
- Plan WND meals so that meals can be posted in advance for the Communication Team.
- Work with a variety of groups that use the kitchen.

Leadership Competencies

These are the characteristics that should be used and exhibited to successfully lead in this position:

- **Effective Planning and Budgeting** – Plans menus within a budget to prepare appetizing meals using sale items and cost saving planning.
- **Building Effective Teams**—Ability to work as part of a team while able to train and supervise volunteers. Able to coordinate with event planners for events held on campus.
- **Priority Setting**— Able to use time effectively and meet the needs of events scheduled during the week. Flexibility to be on campus for events in the evening and on weekends.
- **Integrity and Trust**— Keeps confidences and can present the unvarnished truth in an appropriate and helpful manner.