



POSITION: KITCHEN MANAGER

Status: Part-time, 4-6 hours/week

Reports to: Director of Facilities

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and mission. McLean Presbyterian Church (MPC) is part of the Capital Pres Family: one church with multiple locations.

Our aim is to make disciples through three ministry areas: worship, community, and mission. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Kitchen Manager supervises the use of the MPC kitchen for internal MPC and external parties to ensure that the kitchen's use is consistent with high standards of cleanliness and good stewardship of equipment, food, and supplies.

ROLES & RESPONSIBILITIES

- Manage the organization of the kitchen's equipment and supplies in such a manner that they are easily accessible to authorized kitchen users.
- Ensure the kitchen is consistently clean and the equipment is in good working order through monitoring and encouraging high standards of cleanliness by those groups using the kitchen, in coordination with the MPC facilities team.
- Maintain proper inventory of kitchen supplies.
- Monitor the refrigerators and freezer weekly and dispose of any food or "abandoned" items (including dishes) in a manner consistent with good stewardship.
- Maintain the organization of the pantry and kitchen closet.
- Maintain and stock the Grand Foyer kitchenette.
- Ensure the kitchenette is consistently clean and the equipment is in good working order through monitoring and encouraging high standards of cleanliness by those groups using the kitchenette.
- In coordination with Director of Facilities and Events Coordinator maintain and implement kitchen use policy.
- Train MPC ministry 'representatives' on procedures for scheduling and proper use of the kitchen, and equipment.
- Train special event and wedding reception hostesses on proper kitchen use and be a resource for these positions.



- Community Coffee Table Support: Maintain and stock the community coffee table team supplies. Order perishable and nonperishable items weekly. Schedule, communicate with and provide training materials for the volunteer team.
- Retreat Support: In consultation with retreat hosts, plan, purchase for, and organize “to-go” supplies for off-site retreat events.
- Internal Event Catering Support: In consultation with internal ministry partners and staff, plan and execute catering orders including but not limited to elected leader, Connections ministry, and staff events.

POSITION REQUIREMENTS

- A credible and vibrant faith in the Lord Jesus Christ.
- Knowledge of and compassion for the members of MPC.
- Commitment to Christ’s Church as demonstrated by membership at MPC.
- Knowledge and experience in kitchen management and food safety.
- Must be highly organized and detail oriented.

SALARY RANGE

Salary is in accordance with established MPC compensation policy and benefits as outlined in the MPC Employee Handbook and MPC Salary Administration Plan.

TO APPLY

Please submit a resume and cover letter to the Director of Facilities, Cooper Thurston, at facilities@mcleanpres.org.