

Church of the Lakes – Job Description

Position: Wednesday Evening Ministries Kitchen Supervisor (only for CHAOS)	Compensation:
Category: Staff – Support	Hours: 7 hrs. per week for 28 weeks when T-N-T is not in session (A Job Share)
Revision Date: 12/2025	Full, Part or Volunteer: Part time

Overview of Position: The Wednesday Evening Ministries Kitchen Supervisor will oversee all aspects of meals served at Wednesday Evening CHAOS Worship services which includes setting menus, purchasing all supplies and maintaining a safe and clean food service operation. This person will supervise all volunteers involved with meals. This position is only for the youth Wednesday evening meals, on weeks that TNT is not in session.

Qualifications:

- Have knowledge and experience with large meal preparations which includes menu development, equipment operations, portion control, serving, cleaning and bookkeeping
- Ability to train and supervise volunteers
- Ability to provide quality meals with a set budget
- Ability to be the supervisor regarding health regulations

Important Characteristics:

- An essential quality is an ability to communicate with volunteers and staff
- The other essential quality is a pleasant, receptive manner that values people
- A Christ-like spirit of acceptance and warmth.
- Flexibility to follow changes that occur from church events

Responsibilities:

- maintain a safe and clean food service operation for Wednesday Evening Ministries programs
- develop weekly menus that are at a reasonable cost
- research prices of needed items to determine best cost
- purchase appropriate quantities of items needed for meals at or close to best cost
- direct and assist volunteers with preparing and serving meals
- determine what to do with leftovers
- organize Wednesday Evening Ministries programs space in the food closet
- comply with recommendations from the Stark County Health Department.

Supervision:

- Direct supervision will come from the Director of Christian Education & Pastor of Student Ministry
- The employment of the Wednesday Evening Ministries Kitchen Supervisor is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employee Handbook

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.