



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for Kitchen Coordinator

**Connecting, Teaching, Living** – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title:	Kitchen Coordinator
Reports to:	Assistant to the Pastor
Length of commitment:	Two years
Schedule:	Monthly or as needed

### Purpose

- To help our church members who volunteer to prepare meals.
- To keep the kitchen in proper working order for the many different ministries that use it.

### Job Duties

- Pray for our church, our members, the community and any people that will be touched by the ministries that come from this kitchen.
- As possible, target and recruit individuals who are able to help fulfill the mission and purposes of the kitchen ministry.
  - Meet on a regular, or as needed basis, to pray, discuss, plan and organize the kitchen.
    - Prayer – See the above statement on prayer.
    - Discuss – All the different ministries that use the kitchen and their needs.
      - I.E. Soup kitchen, backpack ministry, Community Breakfast, Youth, Children, Wednesday Night Fellowship Meals, etc.
    - Plan – How your team can organize the kitchen to be the most useful, productive and user friendly layout to help our many ministries be as successful as possible.
  - Use this team to.
    - Set rules and guidelines for the kitchen use.
    - Set rules, guidelines and operating procedures for the equipment use.

- I.E. Stove, Ovens, Refrigerators and Freezers, Coffee and Tea Makers, Dish Washer, etc.
- Meet with each ministry that uses the kitchen to help them understand any rules, guidelines, operating procedures, layout and function ability.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!