



General Job Description

Position: Kitchen Coordinator

Primary: The Kitchen Coordinator serves and ministers our students and their families by overseeing all food and meals. This includes coordination through planning, ordering, preparing, and serving top-notch, healthful and nutritious meals and snacks, coordinates all kitchen volunteers and facilitates partnerships regarding nutrition in order to accomplish the vision of New Braunfels Kids Club:

Secondary: The Kitchen Coordinator ensures the nutritious satisfaction of the kids' wellbeing through implementation of TBRI principles.

Affirming God-given Value, Multiplying Possibilities

Job Duties and Responsibilities:

Specific Qualifications:

- Strong and growing personal commitment to Jesus Christ as Lord and Savior
- Ability to work well with others and promote a strong team atmosphere
- Ability to plan, order, and prepare meals and snacks on a large scale
- Must be well organized and timely in planning and preparation
- Strong ability to clearly communicate effectively in spoken and written form
- Must have a service-oriented attitude and a love for people
- Must hold a current Food Handler's License
- Must have previous experience working in a kitchen

Description of Duties:

- Connect with and show kids love through food
- Create and maintain a menu for all campuses
- Evaluate food menu choices regularly
- Display snack and dinner menu for kids daily
- Order and receive inventory weekly
- Maintain highest food standard and quality
- Maintain inventory integrity (first in first out)
- Coordinate Kitchen Volunteers and remain visible and present
- Communicate resource needs to Administrative Coordinator
- Maintain a current list of food allergies and identify kids for volunteers
- Prepare meals daily for all program sites
- Coordinate with staff/volunteers for food delivery for CISD campuses
- Prepare sack dinners for CISD campuses when applicable
- Facilitate partnerships with restaurants and other organizations
- Order/prepare food for special celebrations and occasions
- Maintain cleanliness of kitchen and appliances
- Inspect fridge and freezer temperatures weekly

- Comply with all safety and health standards

Team Qualifications

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how their job duties affect the vision of the whole program and its stakeholders—off and on site, volunteers, students, parents, interns, staff, community/church/school partnerships and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

Education and Experience

- Have job-related experience, working in a restaurant, preparing meals on a large scale
- Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers
- Hold a current Food Handler's License and have a knowledge of safety, health, and nutrition standards

Skills

- Proficient in basic computer applications, such as word processing, spreadsheets (basic), and email usage
- Willingness to train in or experience with online food ordering with Labatt
- Record keeping skills
- Organization and planning skills

Capabilities

- Demonstrates the capability to conduct all relational and task interactions to the level of "Ladies and gentlemen serving ladies and gentlemen"
- Demonstrates capability to conduct one's self in a calm and professional demeanor when dealing with difficult situations
- Demonstrates capability to effectively communicate orally, electronically, and in writing
- Demonstrates the ability to filter information as confidential, reportable, or necessary for communication according to Federal Law and Kids Club Policy
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

Time Commitments

- Estimated hours are Monday-Thursday, 1pm -6:30pm
 - 25 hours per week
 - 35 weeks
 - Between 2nd week of August and 2nd week of May
- Must be available for special events, training, and volunteer recruitment opportunities
- Must attend all Staff Meetings

Estimated hours are subject to change at any time at the discretion of the Director.

ALL EMPLOYMENT AT NBCM IS "**AT WILL**" (EXCEPT IN CASES WHERE A VALID WRITTEN EMPLOYMENT CONTRACT IS IN EFFECT.)

EMPLOYEES WILL BE TERMINATED AT ANY TIME FOR ANY REASON. THIS DOCUMENT IS NOT A CONTRACT FOR EMPLOYMENT.