

**KITCHEN MANAGER**

**Purpose:** to provide resources and assistance to staff and members when planning events requiring planning and preparation of food.

**Reports to:** Parish Administrator

**Annual Review:** Parish Administrator

**Paid Position?** \_\_\_\_\_ **Full time** \_\_\_\_\_ **Part time** or \_\_\_\_\_ **Ministry**

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**Specific Responsibilities of this Position include:**

- Coordinate with staff and/or members in planning menus and food services for parish functions
- Maintain, order, and receive food inventory and paper products
- Insure preparation of meals/food for church functions when not related to commissions
- Recruit, train, and schedule workers regularly; assist and support as needed
- Maintain price sheets for costs and bill accounts for food and supplies, report to finance office; manage budget reporting and accountability
- Manage cash related to purchases; provide appropriate accounting for that cash