

Board of Trustees

Kitchen Ministry Kitchen Coordinator

Mission Statement: The Kitchen Ministry exists to provide a clean, organized, pleasant, well-stocked working environment in which to prepare food in order to serve and encourage one another and glorify God.

Description: The Kitchen Coordinator, under the guidance of the Board of the Trustees, sets and publishes guidelines for Trinity's kitchen use, schedules and oversees cleaning, and keeps the kitchen adequately stocked. The Coordinator also assists those wishing to use the kitchen.

Qualifications:

- Active member of Trinity Evangelical Lutheran Church
- Good organization and communication skills
- Able to shop for supplies

Responsibilities:

1. Set and publish guidelines for using the kitchen under the direction of the Board of Trustees.
2. Post instructions for using appliances as needed (e.g., large coffee pots, warmer).
3. Schedule and oversee major cleaning and organization of the kitchen on a regular basis.
4. Keep kitchen stocked.
 - a. Dish towels, dish wash clothes, dish soap
 - b. Paper products
 - c. Kitchen basics (salt, pepper, coffee, creamer, sugar)
 - d. Pop and water
 - e. Tablecloths, appliances
5. Launder dish towels and wash cloths.
6. Work with the Board of Trustees regarding repairs or replacement needs.
7. Assist groups and individuals who wish to use the kitchen as needed.
8. Submit donations, payments, bills, and receipts to the Kitchen Treasurer.

Time Commitment:

- 5 – 10 hours per month, depending on events and kitchen use
- Minimum 1-year commitment, from January 1 – December 31; renewable at the discretion of the Board of Trustees

Relationships: The Kitchen Coordinator works with the Administrative Pastor, the Board of Trustees, the Kitchen Treasurer, volunteers, and any others seeking to use the kitchen.

Training: The Kitchen Coordinator will be trained by the outgoing Kitchen Coordinator.