

## **Job Description: Kitchen Coordinator for Arts on the Lawn**

### **Position Overview**

Pacific Spirit United Church is seeking a **Kitchen Coordinator** for eight Wednesday evenings for our weekly program “Arts on the Lawn,” running from **July 2, 2025, to August 27, 2025**. This role will ensure smooth kitchen operations, oversee volunteers, and maintain order across up to three kitchens during each event.

### **About**

Arts on the Lawn is a Wednesday evening gathering with a program where participants can create an art piece or enjoy an artistic performance, before, after, or during a buffet-style meal.

Pacific Spirit United Church is a Diverse, Affirming and Reconciling congregation. We believe that our unique identities are a part of God's gracious abundance and that diversity in humanity is a gift.

As a member of the Affirm network of churches, we declare ourselves, our programs and all aspects of our church life as fully inclusive of people of all gender identities, gender expressions and sexual orientations.

### **Schedule**

- Wednesdays: 4:30 PM – 8:30 PM

### **Compensation**

- \$120 CAD per session

### **Key Responsibilities**

- 1. Food Inventory and Equipment Management**
  - Maintain an inventory of food items and kitchen supplies relevant to Arts on the Lawn.
  - Ensure kitchen equipment is available and in good repair.
- 2. Volunteer Coordination**
  - Assign tasks to volunteers for food preparation and serving.
  - Provide guidance and support to ensure tasks are completed efficiently.
- 3. Setup and Take-Down**
  - Organize and carry tables, chairs, and kitchen items to appropriate areas, including navigating stairs.
  - Set up and dismantle dining areas, including tents and fans as required by weather conditions.
- 4. Food Safety and Handling**
  - Ensure food items are appropriately stored, leftover food is frozen or distributed, and kitchen areas meet food safety standards.
  - Oversee dishwashing and sanitation procedures in all kitchen spaces.

## 5. Clean-Up and Reporting

- Return all items to their original locations.
- Ensure kitchens are cleaned, organized, and ready for the next event.
- Keep a record of any issues, leftover items, or required supplies for future events.

## Qualifications

- Food Safety Certification is mandatory. We are prepared to assist with acquisition.
- Prior experience as a server, cook, or in a related kitchen role would be an asset.
- Self-starter. Proactive. Take ownership of own responsibilities.
- Physical ability to lift and carry items, including tables and chairs, up and down stairs.
- Organizational and leadership skills to coordinate volunteers.
- Good attention to detail and adherence to cleanliness and safety standards.

## Additional Information

The Kitchen Coordinator will report to and take direction from the chair of the Arts Committee. All duties will focus on management, organization, and compliance with Food Safety requirements.

## How to Apply

Applications (resume and cover letter) will be accepted until April 15, 2025 at [admin@pacificspirituc.com](mailto:admin@pacificspirituc.com) with subject line “Kitchen Coordinator.”