



# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Kitchen Director - Abbotsford

DEPARTMENT:	Food Services
REPORTS TO:	Executive Pastor of Administration
ALLOTTED HOURS:	40 hours/week
PRIMARY LOCATION:	Downes Road Campus
POSTED:	August 1, 2021
ANTICIPATED START:	September 2021

#### MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

#### PRIMARY FOCUS

Supervising and maintaining the kitchen for use by all ministries of the church.

#### MINISTRY RESPONSIBILITIES

1. Meal planning
  - Planning for weekend service meals (Saturday dinner and Sunday brunch).
  - Weekly ministry leader meals.
2. Ministry Events
  - Ministry events such as CM family nights, NYA & Youth Christmas and year end events, and leader training days.
  - Large events such as Fall kick off, Christmas Eve, and conferences.
  - Staff events.
3. Food purchasing and preparation
  - Purchasing for weekly ministry events (CM, Middle School, High School, NYA, Care, Discipleship)
  - Food purchasing and preparation for weekend worship teams (Green Room)
  - Oversee the ordering and storage of orders from suppliers (ie Sysco).
4. Catering Services
  - Provide or arrange for catering services for funerals as required.
5. Volunteer Coordination
  - Involved in recruitment, organization, training and scheduling of Kitchen volunteers.
  - Involved in recruitment, organization, training and scheduling of coffee volunteers.

#### STATEMENT OF RELATIONSHIPS

The Kitchen Director will report directly to the Executive Pastor of Administration. The Executive Pastor of Administration reports to the Lead Pastor and the Council of Elders. The Kitchen Director will oversee and supervise Kitchen Staff.



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#### **QUALIFICATIONS**

- A servant's heart is ideal.
- Strong belief that the building of community is the desired outcome of our food ministry.
- Previous food service experience is required with industrial kitchen experience preferred.
- Strong cooking experience and the planning of menus is required.
- Evidence of ability in the supervision of volunteers is essential.
- Capability to train teams of food service assistants is critical.
- A food safety certificate will be required.
- Agreement with the vision of Northview Community Church and the Mennonite Brethren Confession of Faith is required as well.

#### **PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with people of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on primary and secondary level beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.