



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Kitchen Assistant

DEPARTMENT: Kitchen / Food Services
REPORTS TO: Kitchen Director
ALLOTTED HOURS: 30 hours / week
PRIMARY LOCATION: Downes Road Campus
ANTICIPATED START: November 2022

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

The Kitchen Assistant is primarily responsible to assist the Kitchen Director in all duties, and for the direction, oversight and administration of Weekend Coffee services.

MINISTRY RESPONSIBILITIES

I. Weekend Food Ministries

A. Coffee Counters:

1. Recruit and train weekend volunteers.
2. Available to cover weekend shifts when necessary.
3. Assist and work alongside volunteers in all areas of coffee prep and service.
4. Coordinate and supervise weekend coffee service in West Court and Welcome Center.
5. Clean and stock coffee counters in preparation for weekend services.
6. Maintain supplies necessary for general ministry use of coffee counters.

B. Weekend Team Snacks:

1. Maintain, clean, and stock Green Room and Staff Room.
2. Arrange and select Sunday snacks for worship/tech/usher teams.

II. General

A. Events:

1. On-call for large events.
2. Assist Kitchen Director as needed at the Downes Road, East Abbotsford and Central Abbotsford Campus Kitchens.
3. Take the lead on recruiting and training baking and cooking teams for East Abbotsford and Central Abbotsford Campuses.
4. Available as needed to cover kitchen shifts for Kitchen Director, including holiday coverage.

B. Kitchen Maintenance:

1. Connect with the Kitchen Director for duties required for shifts outside of regular items.
2. Assist in laundering kitchen items as needed: wash, fold, and put away
3. Receive and put away kitchen orders as needed.
4. Maintain orderliness of kitchen and stock rooms.
5. Carry out weekly and monthly cleaning and organization of fridge, kitchen and stock rooms.



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6. Ensure the kitchen is left clean and ready for use.

STATEMENT OF RELATIONSHIPS

Coffee Team volunteers report to the Kitchen Assistant. The Kitchen Assistant reports directly to the Kitchen Director. The Kitchen Assistant works alongside and independently of the Kitchen Director in maintaining a safe and efficient working environment of Northview's kitchen areas.

QUALIFICATIONS

- The Kitchen Assistant must have the ability to work independently and as part of a team.
- A Food Safe Certificate is required (we will train if necessary).
- Basic computer skills, cooking abilities, and event and volunteer management skills are an asset.
- Organizational skills are very important.
- High priority is placed on keeping the kitchen clean and ready for use.
- Must be physically fit and able to lift and/or move heavy items.
- A flexible schedule in order to cover kitchen shifts is necessary.
- The individual must have an approachable and helpful demeanor and work well with others.
- Must be in agreement with Northview's vision, confession of faith, and philosophy in ministry in both belief and lifestyle.

PERSONAL CHARACTERISTICS

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

1. Willing to empower others to lead.
2. Ability to have good rapport with all ages.
3. Able to communicate clearly.
4. 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.