

Newnan First United Methodist Church

33 Greenville St.,
Newnan, GA 30263

Job Description

Job Title: Kitchen Hostess

Accountable to: Senior Pastor

Position Status (Full time or Part time): Part-time

Job Requirements & Skills:

- Must be able to operate and manage a kitchen.
- Plan and cook for varying size groups of people, e.g., Wednesday Night Supper and other annual church-related functions i.e. Confirmation Dinner, Lenten Lunch, Senior High Breakfast, Jingle & Mingle. These are sporadic throughout the church year, some a.m. and some p.m.
- There is a preference for fresh produce and homemade cooking when feasible.
- Maintain a balanced budget for food prep / services.
- Be organized with menus, invoices, and receipts.
- Maintain and store food properly.
- Manage food supplies inventory and storage, including labeling and expiration dates.
- Be personable and professional.

Job Responsibilities & Duties:

- Supervise the use of the kitchen for ministry events and occasional approved, non-ministry events.
- When events with “outside” catering are approved to use our kitchen, your presence is necessary to oversee the event and ensure proper use of the kitchen and Parish Hall. This will be coordinated with your schedule ahead of time. You are “in charge” and we communicate this to the groups.
- Help coordinate setup and cleanup of the Parish Hall, kitchen, Annex Hall, Annex kitchenette for ministry events that require food, with staff and volunteers.
- Schedule dishwashing. We have a regular PT personnel who helps with events.
- Recruit and supervise kitchen volunteers.
- Comply with Health Department regulations by keeping the kitchen and all of its equipment clean and in good repair.
- Keep an inventory log spreadsheet.
- Maintain linen closet orderliness, linens are washed in-house.