Kitchen Coordinator

EVANGELICAL FREE CHURCH OF LETHBRIDGE

TEAM	Support
REPORTS TO	Support Team Leader
POSITION	Part-time, fixed-term employee
TERM	Fixed-term employment contract; dates specified in the employment agreement
HOURS	16 hours per week, with a flexible schedule based on ministry needs

Position purpose

The Kitchen Coordinator oversees the safe, organized and welcoming operation of EFCL's kitchen and food-service activities. The role equips volunteers and works with staff and ministry leaders so that the kitchen supports hospitality, connection and the practical needs of church ministries.

Key accountabilities

Volunteer leadership and scheduling

- Recruit, orient, train, encourage and retain kitchen and food-service volunteers.
- Create and maintain volunteer schedules, using Planning Center where appropriate.
- Communicate responsibilities, expectations and safe work practices; arrange coverage for ministry activities and events.

Kitchen operations and stewardship

- Monitor inventory, arrange approved purchasing and keep food-service supplies organized and available.
- Monitor kitchen equipment, report deficiencies and coordinate maintenance or repair needs with the Facilities Manager.
- Maintain practical systems for cleanliness, organization, storage and responsible use of shared resources.

Food safety and compliance

- Implement and monitor applicable Alberta Health Services food-safety and sanitation requirements.
- Support safe food storage, handling, cleaning and temperature-control procedures.
- Ensure volunteers receive appropriate training and maintain required records or certifications applicable to the kitchen's operations.
- Escalate food-safety concerns promptly to the supervisor.

Ministry collaboration and event support

- Consult with staff and ministry leaders to understand upcoming food-service and hospitality requirements.
- Coordinate kitchen use, supplies, equipment and volunteer support for church programs and events.
- Offer hands-on support at selected activities as scheduling and priorities permit; the role is not expected to personally prepare food for every event.

Qualifications and attributes

- Experience in volunteer coordination, hospitality, kitchen operations or food service is preferred.
- Strong organization, scheduling, communication and relationship-building skills.
- Practical knowledge of safe food handling and willingness to obtain or maintain applicable training/certification.
- Comfort with basic digital tools for scheduling, communication and inventory tracking.
- Dependable, collaborative and service-oriented; supportive of EFCL's mission, vision, values and Statement of Faith.

Working arrangements

This is a part-time, fixed-term employment position. Contract start and end dates will be established in the individual employment agreement. The position is budgeted for 16 hours per week, with a flexible schedule based on ministry needs, including occasional weekdays, evenings, Sundays and special events. Scheduling is coordinated with the Support Team Leader. A subsequent contract may be offered subject to ministry needs, budget approval and mutual agreement. Renewal is not guaranteed, and any subsequent term requires a separate written agreement.

Vacation pay, statutory holiday entitlements and other employment conditions will be administered in accordance with applicable Alberta legislation and EFCL policies. Spending beyond approved budgets requires authorization.

Ministry alignment

"We glorify God, love people, and follow the way of Jesus."