



**Title: Community Care Night Cook**

**Ministry Area: Congregational Discipleship**

**Classification:** Contract

**Exemption Type:** N/A

**Schedule/Hours:**

- Ordering and Food Preparation – Flexible Schedule
- Set-up, Serve, and Clean-up Wednesday evenings to support CCN schedule, typically 4:00 PM – 7:30 PM

**Job Summary:** The Community Care Night Cook at Concord United Methodist Church plays a vital role in extending hospitality to our local community on Wednesday evening gatherings. The Community Care Night Cook is responsible for all food preparation and ordering tasks and overall food set-up, serve and clean-up activities on Wednesday evenings. This position is essential for furthering the mission of the church, which is to **Share Christ, Serve Others and Grow in Faith**.

**Spiritual and Personal Qualifications:**

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is “above reproach”.

**Reports To:** Senior Adult Ministry Director

**Supervisory Responsibility:** The Community Care Night Cook provides oversight of the volunteers who work in the kitchen on Community Care Night.

**Church Committee and/or Internal Board Responsibility:** N/A

**Staff Accountability:**

- Demonstrates an attitude of professional excellence in working with each ministry area

- Creates and maintains a work environment consistent with the church's culture
- Exemplifies a positive, "can-do" attitude
- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

### **Key Responsibilities:**

- **Kitchen Cleanliness:**
  - Ensure cleanliness of kitchen equipment, counters, stoves, etc.; routine cleaning of walk-in refrigerator and freezer; periodic deep cleaning of entire kitchen.
- **Meal Planning:**
  - Work with supervisor to plan meals aligned with approved budget.
- **Ordering Food & Supplies:**
  - Work with designated church food suppliers to order food and supplies.
  - Check orders once delivered, verify receipt and provide to Business Manager.
- **Food Preparation:**
  - Work with volunteers to prepare food for the Community Care Night meal.
  - Work with volunteers to package food for Thursday meal deliveries.
- **Set-up:**
  - Work with staff and volunteers to set-up food service.
- **Serve:**
  - Coordinate serving of the food.
- **Clean-up:**
  - Work with volunteers to clean-up tables, kitchen, galley area, etc.

### **Qualifications:**

- **Education:**
  - High School Diploma or equivalent
- **Relevant Experience:**
  - Experience working in a church or commercial kitchen is preferred.
- **Skills:**
  - Ability to cook for large crowds.
  - Knowledge of kitchen equipment usage (food slicer, large kettle, etc.) and food safety procedures.
  - Strong organizational and interpersonal skills, ability to work independently and as part of a team.
  - Hospitality skills, i.e. ability to work well with people to include in stressful situations.

**Preferred Qualifications:**

- Knowledge of food safety, cleaning procedures, etc.

**Working Conditions:**

- Must be available on Wednesdays
- Standing for long periods of time to support Wednesday evening meals

**Physical Requirements:** Standing for long periods of time; bending; lifting up to 50 pounds.

**Conditions for Employment:**

- Pass a background check
- Valid TN Driver's License with a Clean Driving Record

**Revised:** April 2025