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**TRINITY EPISCOPAL CHURCH**  
469 NW Wall St.  
Bend, OR 97701

**POSITION DESCRIPTION**  
Effective: \_\_\_\_\_

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**Position title**  
**Classification**  
**Supervisor**

**Family Kitchen Coordinator**  
**Exempt, Part Time**  
**Chairman, Family Kitchen Board**

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### **HOURS AND REPORTING RELATIONSHIPS**

This position is a part time position of 15 hours per week and reports to the Chairman of the Family Kitchen Board of Trustees. This position has no direct supervisory responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF VOLUNTEER COORDINATOR**

- Coordinate and support the Family Kitchen volunteer teams to ensure coverage of all meals.
- Track volunteer hours and other data as requested by the Board.
- Assist teams to develop nutritious and cost effective menus.
- Set up training on topics pertinent to Family Kitchen operations.
- Assist team leaders to train all new volunteers.
- Receive and respond to all community requests to volunteer for Family Kitchen.
- Maintain an up-to date list of all Family Kitchen volunteers, with addresses, phone numbers and e-mails.
- Keep a list of substitute Family Kitchen volunteers.

### **FOOD AND SUPPLIES**

- Keep a record of the menus used by each Family Kitchen team
- Research and keep a record of vendors, community programs, and other sources for the best value for food and supplies.
- Keep an up to date maintenance log of all appliances and furniture. Prepare a maintenance calendar for these items, including future replacement, costs and dates.
- Keep up-to-date on all sources for free or discounted food and supplies that might be used by Family Kitchen.

- Coordinate with Family Kitchen teams to ensure that they have all the necessary supplies.
- Supervise volunteer buyers to purchase food and supplies for each of the Family Kitchen teams.
- Purchase food when volunteer buyers are not available.
- Monitor and maintain the kitchen and dining room report misuse to the board president and the church office.
- Review and turn in all receipts for food and supplies to the church office.

### **COMMUNITY OUTREACH**

- Maintain contact with all shelters and other organizations that provide service to low income people.
- Receive all calls from the community about Family Kitchen.

### **BOARD COMMUNICATION**

- Attend the monthly Board of Trustees meetings to report on the activities of Family Kitchen during the preceding month and to make recommendations to improve service.
- Serve as a communication link between the Board of Trustees and the Family Kitchen volunteers.
- Perform other duties as assigned by the Family Kitchen Board of Trustees.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to represent the Family Kitchen program and mission to the community in a professional manner.

Excellent oral, written and interpersonal skills.

Ability to work with empathy and compassion towards others.

Ability to establish and maintain effective communication with a wide and diverse range of people and organizations.

Strong organizational skills.

Ability to work independently and collaboratively.

Proven leadership skills.

**MINIMUM QUALIFICATIONS**

A reliable vehicle and a valid Oregon driver's license.  
Possess or have the ability to qualify for a Food Handler's Certificate.  
Ability to lift objects weighing up to 30 pounds.  
Kitchen and/or restaurant experience is desirable, but not required

All other policies and procedures related to this position are covered in Trinity's Employee Policies & Procedures Manual.

**POSITION DESCRIPTION ACKNOWLEDGMENT**

I acknowledge that I have read and understand the contents of this position description.

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Employee's Signature Date:

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Chairman, Family Kitchen Board of Trustees Signature Date:

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Rector/Senior Warden, Trinity Episcopal Church Date: