



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · [tuxedo.church](http://tuxedo.church)

## Leadership Job Description/Expectations

**Position(s):** Kitchen/Dinner Coordinator

**Job Description:** The Kitchen/Dinner Coordinator is responsible for the organization, supply, and scheduling of the Kitchen and all Dinners at Tuxedo Church. Responsibilities include: maintaining and purchasing supplies and food for the kitchen and dinners, scheduling volunteers to work, prepare, serve, and clean up before and after dinners, working with kitchen team leader(s) to make sure they have everything needed for the kitchen and dinners, and coordinating with the pastoral staff about kitchen and dinner needs.

### **Expectations:**

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Coordinate with Kitchen Team Leader(s) to keep kitchen supplied.
3. Purchase and arrange pickup of kitchen supplies and food for dinners.
4. Create schedules for kitchen volunteers including times for set up, prep work, cooking times, serving, cleanup and tear down.
5. Coordinating with pastoral staff about kitchen and dinner needs.
6. Must be faithful and reliable.
7. Must be able to work with and communicate with people.
8. Must have a servant's heart.



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## Leadership Job Description/Expectations

**Position(s):** Kitchen Team Leader

**Job Description:** The Kitchen Team Leader is responsible for the overall operation of the kitchen during church dinners and special events. Responsibilities include: working with the kitchen/dinner coordinator to order kitchen supplies, food for dinners, and other items needed for the kitchen or pantry, picking up orders placed by the coordinator, stocking the kitchen and pantry, organizing volunteers who have signed up to serve during dinners, and making sure everything is set up, prepared, cleaned up, and taken down after church dinners and events.

### **Expectations:**

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be faithful and reliable.
3. Must be able to work with and communicate with people.
4. Regularly check the kitchen and pantry to make sure it is fully supplied.
5. Give list of needed supplies, food, and other needs to the kitchen/dinner coordinator to be purchased.
6. Organize volunteers who have signed up to make sure all tasks are accomplished.
7. Make sure everything in the kitchen is cleaned and put away after dinners and special events.
8. Stock the kitchen and pantry as ordered items come in to the church.
9. Make kitchen/dinner coordinator aware of any needs, problems, or concerns that may arise.
10. Must have a servant's heart.