

Central Lutheran Church

Food Services Coordinator

Effective date: May 1, 2026

Reports to: Pastor for Community

Directly supervises: Assistant Cook and Dishwasher

Status: Full time

FLSA: Exempt

Salary range: \$50,000-\$55,000

Benefits: Health, dental, vision, and disability insurance, retirement (403B), paid vacation, and continuing education

Job Summary

Steward and coordinates all planning, procurement, production, budgeting, and billing for food served at Central Lutheran Church.

Essential Functions:

- Responsible for the preparation, coordination and serving of two weekly Community Meals (300+ meals), fellowship gatherings surrounding worship, weekday hospitality, and Tuesday staff lunches.
- Plan and manage all food requirements at Central Lutheran Church. Determine whether food will be prepared onsite or if food will be catered by outside vendors.
- Work with requesting parties to determine budget availability and food needs and requirements. Establish and maintain strong relationships with food service vendors and catering organizations to ensure the food purchased for and served at Central Lutheran Church meets or exceeds standards of quality and value.
- Budget all food and related expenses in collaboration with Director of Finance and Administration.
- Purchase all food to meet required needs, giving appropriate consideration to budget and availability. Invoice all food users in collaboration with Bookkeeper.
- Supervise, schedule, and collaborate with kitchen staff.
- Coordinate and support volunteers to prepare meals (community, funerals, weddings, congregation fellowship events, etc.).
- Organize kitchen facility for maximum efficiency and in compliance with health and safety standards and requirements.
- Insure compliance related to all Safe Serve guidelines.



Required Qualifications:

- Maintaining a Safe Serve certification.
- Ability to work Sunday mornings.
- Ability to work with diverse groups of volunteers.
- Degree or coursework in culinary arts and/or comparable experience.
- Knowledge of menu planning and pricing.
- Knowledge of food purchasing, preparation methods and techniques.
- Strong organization and collaboration skills.
- Written and verbal communication skills including Microsoft Office Suite.

Physical requirements:

- Able to move freely in and out of a variety of ministry settings on the Church campus and off-site.
- Able to lift 50 lbs.

Core competencies:

- **Collegiality:** Ability to work in a collegial environment, both with fellow staff members and with leaders of the congregation. Leads creatively, working to figure out the process necessary to get things done in a collaborative way. Recognizes when situations or colleagues are not working well and seeks a positive solution. Creates and communicates vision and direction for the team the staff members for the good of the congregation's mission.
- **Interpersonal:** Demonstrates the ability to lead others. Demonstrates skills in active listening and openly accepts criticism. Constantly works to resolve interpersonal conflict that does arise in a collegial environment. Holds others accountable in a spirit of love. Engages all staff and members of the congregation positively with a demeanor of optimism and care.
- **Spiritual:** Tends to their own personal faith. If a member of the congregation is regular in worship, seeks a way to participate in faith growth opportunities and a way to care and serve through the congregation's ministries. If not a member, seeks these same opportunities in their home congregation. In their own prayer life, remembers the ministries of the congregation and members who are in need. Models and develops humility, openness, accountability and servant leadership in all roles, with colleagues and members of the congregation.
- **Process:** Works with colleagues and leaders of the congregation to regularly assess the health of ministry areas and mission initiatives. Seeks new and creative solutions to process challenges in the daily, weekly and monthly flow of the congregation's life.



- **Leadership:** Understands his/her own strengths for ministry and continues to develop these skills. Open to coaching from the lead in their area so that strengths can grow and deepen. Leaders in ministry areas will work to delegate and so empower colleagues so they develop personally and professionally. Initiates the scheduling of needed meetings for projects. Schedules the one-on-one meetings with members of your team according the agreed on staffing model.
- **Communication:** Serves as the champion for communication in their ministry or mission value area. Works ahead in the preparation of communication to tell the story of the opportunities for members to be a part of the ministry or mission area. Takes the initiative in making sure events are scheduled, the calendar is correct and that the details for the event are communicated both with the congregation and colleagues.

Review/ evaluation process defines:

- Annual review every May
- Goals to be developed by September 15, 2026

