



FIRST LUTHERAN CHURCH

Sharing Christ's Love

Programs Meal Coordinator

Purpose: To coordinate and manage meals and snacks during the year for educational youth programs, such as the afterschool Faithtime, Vacation Bible School, and Milestone Ministries programs. Serve as a resource for church members and staff by providing guidance and training to volunteers coordinating meals for other church functions.

This is a contract position, reporting to the Pastors.

Job Duties:

1. Set the program menus, snack lists, and shop for food and supplies. Maintain inventory of food and supplies needed for programs.
2. Manage and coordinate volunteer meal teams to prepare, serve, and clean up meals and snacks for programs.
3. Provide guidance and training as needed to church members and staff on using the kitchen, running equipment, food safety standards, and finding supplies.
4. Work with church staff and volunteers as needed to fulfill job duties.
5. Keep up-to-date on food safety and food allergy guidelines. Attend training courses as needed.

Competencies:

Creative: Able to create family-friendly menus.

Leadership: Able to provide direction for volunteers.

People Skills: Able to interact well with others in a hospitable, caring, and friendly manner.

Budget Management: Able to track expenses and work within an approved budget.

Organizational Skills: Able to plan ahead, coordinate volunteers, and provide structure for the programs.

Compensation is an annual stipend. Background check will be performed. Mileage is reimbursable at the annual budgeted rate.

Approved by Council June 17, 2024