

FORT COLLINS FIRST UNITED METHODIST CHURCH

1005 Stover Street, Ft. Collins, Colorado

JOB TITLE:

Sunday Cook and Hospitality Coordinator

SUPERVISOR:

Executive Pastor

Work Schedule/Hours

Every Sunday: 10 hours (7 a.m. to noon; 2:30 – 7:30 p.m.)

PRIMARY RESPONSIBILITIES

- Responsible for preparing beverages, ordering, and picking up donuts and other items for Sunday morning fellowship.
- Shops for ingredients, prepares, and serves a variety of fresh nutritious meals from a set of recipes provided for the Sunday evening Modern Worship Service.
- Responsible for notifying the Church Office at least one week prior to the service of the menu being served.
- Cleans up after Sunday morning fellowship and again after Sunday evening meal.
- Keeps kitchens clean and organized and maintains proper kitchen sanitation standards.
- Works with Staff and Clergy to plan Sunday meals as needed.
- Works with the Facilities Director to ensure that all kitchen equipment is in good working order.
- Works with the Business Manager to make sure the disposable items needed on Sundays are available and the expenditure for Sunday evening meals is in line with the budget.
- Other duties as assigned.

Job Qualifications:

- Needs to be available to work a minimum of 48 out of 52 Sundays in a year.
- A good cook!
- Able to multitask well.
- Needs to use recipes provided when cooking meals.
- Experience in preparing meals for large groups.
- Good communication skills.
- Strong organizational skills – plans in advance.
- Strong interpersonal skills – a “people” person.
- Ability to quickly observe what works and what does not; receive feedback in a positive manner and quickly make corrections or adjustments as necessary.
- A commitment to an environmentally friendly kitchen focused on recycling, sustainability, and creation friendly practices.