UNION CHURCH
OF MANILA

OPPORTUNITY TO SERVE AT UCM

Union Church of Manila is currently looking for someone to serve the church as:
Position Title: Kitchen Coordinator
Reports to: Admin Supervisor with Care Committee Oversight

QUALIFICATIONS:

- At least 5 years of experience in managing kitchen or food service operations.
- College Graduate
- An enthusiastic disciple of Jesus Christ
- Excellent oral and written English with knowledge of MS Office applications
- Excellent communication skills with demonstrated ability to manage complex and delicate relationships as a representative of UCM in general
- Proven ability to lead teams and volunteers.
- Strong planning, organization and accountability skills
- Exercises excellent interpersonal skills and professionalism at all times when interacting with the membership and the public
- Food service certification is an advantage or willing to obtain.
- Experience in nonprofit, church, school or institutional kitchens
- Ability to protect the reputation and integrity of others through strict confidentiality (wisdom to refrain from indiscriminately sharing information is critical); Superior ability to tactfully and diplomatically deal with internal and external stakeholders (including UCM members and the general public) in both oral and written form
- Ability to exercise sensitivity and good judgment in handling inquiries at the Kitchen by redirecting them to the appropriate person or department within the church structure

POSITION RESPONSIBILITIES:

A. Ensures safe, compliant, cost effective and hospitable food service in support of church ministries, fellowship gatherings, outreach programs and special events.
- Carries accountability for planning, execution, safety, volunteer coordination and stewardship of church resources, while operating in alignment with the church mission and values.
- Provide administrative support to the UCM Church Council, Care Committee and other committees that will use the kitchen.

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KEY JOB RESPONSIBILITIES:

A. Kitchen Operations and Event Execution
    - Plan and execute all kitchen operations for church services, ministries, outreach activities. This includes purchasing the necessary ingredients for the preparation of meals and snacks.

    Coordinate and receive instructions from the Care Committee in preparing for Sunday fellowship and special events (e.g. church anniversary, agape, Easter sunrise service)
    - Develop and maintain event specific productions plans (prep, service, clean up)
    - Ensure meals are delivered on time, at agreed quality and within scope.
    - Ensure that the preparation of the altar table and all its elements (communion) needed for the Sunday service, special services and special events are completed.
B. Food Safety, Hygiene and Compliance
    - Enforce food safety, sanitation, allergen handling and temperature control standards.
    - Maintain required logs, checklists and corrective actions.
    - Train and monitor volunteers to ensure safe food handling at all times.
C. Volunteer Leadership and Oversight
    - Recruit, schedule, train and supervise kitchen volunteers
    - Provide clear task assignments, briefings and real time supervision
    - Maintain a respectful, inclusive ad values aligned volunteer environment.
    - Address performance, attendance, or conduct issues promptly and pastorally.
D. Financial Stewardship and Cost Control
    - Manage food budgets for ministries and events.
    - Control food costs through proper ordering, portioning and waste reduction.
    - Track and responsibly utilize donated food and supplies (where applicable)
    - Ensure transparency and documentation of spending
E. Inventory, Equipment and Facilities Management
    - Manage inventory levels using FIFO and proper storage standards.
    - Ensure all kitchen equipment is functional, safe and well maintained.
    - Coordinate repairs, maintenance and vendor servicing.
    - Maintain a clean, organized and volunteer ready kitchen at all times.

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F. Ministry, Partnership and Hospitality
    - Collaborate with ministry leaders to align food service with ministry goals
    - Support outreach programs with dignity centered service practices by assisting in the planning and sourcing of food items.
    - Accommodate dietary, cultural and allergen needs where feasible.
G. Documentation and Continuous Improvement
    - Maintain SOPs for kitchen operations, events, cleaning and volunteer onboarding.
    - Track operational data and recommend improvements in efficiency, safety and service quality.
    - Attends church staff activities (weekly devotional bible study, monthly staff meeting, weekly coordination in preparation for Sunday service, team building activities, and other task that may be assigned.
H. Working Conditions
    - Weekend and holiday work aligned to church calendar
    - Physically active role (standing, lifting, hot/cold environments)

Interested parties may send their CVs to Dix Roa, Church Administrator Email: ucmadmin@unionchurch.ph Telephone Number: 8812-6062 local 211