



TRINITY LUTHERAN CHURCH

JOB DESCRIPTION - HOSPITALITY & KITCHEN LEADER

Summary

The Hospitality & Kitchen Leader provides leadership and oversight for all aspects of kitchen operations across multiple kitchens. This includes food preparation, inventory management, team coordination, safety compliance, event support, and maintaining the functionality and cleanliness of multiple kitchen spaces throughout the facility. The role requires a proactive, collaborative approach, balancing hospitality with operational excellence. The Hospitality & Kitchen Leader is a key representative of the church's welcoming atmosphere, ensuring that all meals and gatherings reflect warmth, care, and a high standard of service.

Position Details

Classification: Part-Time

Location: Trinity Lutheran Church, 508 Center St, Ashland, OH 44805

Compensation: Salary commensurate with experience

Hours: Part-time, 25 hours/week. Requires availability for weekends and evenings as needed.

Reports To: Director of Operations

Responsibilities

Kitchen Operations & Food Preparation

- Direct the planning, preparation, and serving of meals for regular and special events in a high-quality, economical and timely manner.
- Oversee the operation of all kitchen spaces: Jack's Place Kitchen, Mitchell Hall, Church Home, Room A, Office Kitchenette,(and the Rec Room), Olive Tree Cafe.
- Maintain a high standard of cleanliness and organization in all kitchen areas in compliance with Health Department, Serv Safe Certification, and insurance inspections.
- Develop and submit weekly/monthly meal plans for publication in bulletins and newsletters.



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Team Leadership & Supervision

- Supervise and train kitchen volunteers, managing schedules and overseeing the kitchen team.
- Lead kitchen volunteers in a culture of love and respect for those serving and being served.
- Cultivate a collaborative and positive relationship with Trinity Staff, congregation members, and guests.
- Communicate effectively with ministry teams and staff regarding event needs, scheduling, and menu planning.

Inventory, Budget, and Supplies Management

- Maintain inventory levels of food, paper goods, and kitchen supplies.
- Coordinate with Director of Operations to establish baseline inventory needs and systems.
- Handle grocery shopping, ordering, receiving, and cost tracking.
- Ensure refrigerators and freezers are regularly monitored for expired food and proper labeling.
- Submit receipts and expenses through the bill.com promptly and accurately.
- Assist with preparing and managing the annual kitchen budget in collaboration with the Kitchen Committee.

Hospitality & Event Support

- Provide food service for recurring weekly events such as Wednesday Night Dinners and Sunday hospitality (Olive Tree area: coffee, donuts, etc.), as well as special events like (pancake breakfasts) special Sunday breakfasts and lunches.
- Collaborate with staff and ministry leads to reduce reliance on outside catering through internal event support.
- Ensure event setup and teardown is planned and supported as needed.



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Facilities & Maintenance Coordination

- Work with the custodial and operations staff to report and follow through on repairs or maintenance needs.
- Implement and maintain a kitchen maintenance checklist (faucet, disposal, dishwasher operation, coffee and ice machines, pest control, etc.).

Team Engagement & Professionalism

- Attend weekly staff meetings, engaging as a member of the church staff
- Receive guidance from leadership on scheduling and responsibilities for events.
- Maintain a warm, welcoming presence with excellent interpersonal and communication skills.

Other Duties

- Perform additional kitchen-related duties as assigned by the Director of Operations.

Qualifications

- Commitment to the mission and values of Trinity Church and a personal relationship with Jesus Christ with a passion and vision for food-based ministry.
- Strong leadership and communication skills with a collaborative, team-oriented mindset.
- Preferred minimum 3 years of experience in food service, including preparing meals for large groups.
- Experience supervising and training staff or volunteers in a kitchen setting.
- Ability to manage multiple priorities, set timelines, and adapt to new challenges.
- Knowledge of health and safety standards in food service.
- Ability to manage and track budgets and inventory effectively.
- Comfortable working evenings, weekends, and during church events as needed.
- Ability to lift up to 30 pounds and be on your feet for extended periods.