

# Community Kitchen Coordinator

The Hope Center | Marysville, Ohio



## Position Summary

The Community Kitchen Coordinator provides leadership, oversight, and daily management of The Hope Center's Community Kitchen. This role is both operational and relational, ensuring that nutritious meals are prepared and served with excellence, dignity, and hospitality. The Coordinator leads staff and volunteers, manages kitchen operations, and embodies The Hope Center's mission in every interaction—creating a welcoming space where everyone belongs.

## Mission Fit

The Community Kitchen Coordinator must be deeply mission-minded, aligned with The Hope Center's values, and passionate about serving people with compassion, respect, and excellence. This role leads by example, modeling teamwork, servant leadership, and a heart for community.

## Key Responsibilities

### Kitchen Operations

- Oversee daily operations of the Community Kitchen, including meal planning, food preparation, service, and cleanup
- Ensure compliance with all food safety, sanitation, and health regulations
- Manage inventory, food donations, online ordering, and proper food storage
- Maintain a clean, organized, and efficient kitchen environment
- Work closely with the church, as they are the hosts of the kitchen
- Provide spiritual support where needed

### Volunteer Leadership & Team Management

- Train and supervise kitchen volunteers
- Foster a positive, encouraging, and respectful team culture
- Clearly communicate expectations and provide hands-on leadership during meal service
- Lead volunteers by example with professionalism, patience, and kindness

### Program Coordination

- Coordinate weekday community meals and some special occasion meals
- Collaborate with Hope Center staff and partners to meet program needs
- Assist with data tracking, reporting, and program documentation as needed
- Be available for receiving shipments

## **Relational & Community Engagement**

- Create a warm, welcoming atmosphere for guests, volunteers, and partners
- Interact respectfully with individuals and families from diverse backgrounds
- Handle challenges or conflicts calmly, professionally, and with compassion

## **Qualifications**

### **Required**

- Previous restaurant, food service, or kitchen management experience
- Proven ability to lead teams and manage volunteers effectively
- Strong interpersonal and communication skills
- Ability to multitask, problem-solve, and stay organized in a fast-paced environment
- Commitment to The Hope Center's mission and values

### **Preferred**

- Food safety certification (or willingness to obtain)
- Experience working in nonprofit, community, or outreach settings
- Online ordering, inventory, or basic administrative experience

### **Personal Attributes**

- Mission-driven and service-oriented
- Leads with humility, integrity, and kindness
- Adaptable, dependable, and solutions-focused
- Comfortable working with people from all walks of life
- A team player who builds trust and unity

### **Physical Requirements**

- Ability to stand for extended periods
- Ability to lift and carry kitchen supplies and food items (up to 40 lbs)

### **Schedule**

- Weekdays 1 pm to 6:30 pm (with some flexibility)
- Every other Monday morning to receive deliveries
- 32 hours, salary
- Occasional special events, depending on Hope Center needs