



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Kitchen Manager & Events/Catering Coordinator

Location: La Mesa, CA

Attendance: 4,000

THE ROLE:

The Kitchen Manager and Catering/Events Coordinator will join Skyline Church's current food services department. The Kitchen Manager and Catering/Events Coordinator needs to be versatile and well-organized. Duties will include managing Skyline Church's kitchen as well as planning menus, organizing details such as rooms/space, set up/schematics with our facilities team, work with volunteers for event service needs, and manage our system for clean up.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The Kitchen Manager and Catering/Events Coordinator should represent a growing personal relationship with Christ. The Kitchen Manager and Catering/Events Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Kitchen Manager and Catering/Events Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

2. Kitchen Management Responsibilities

- Adhere to food and health industry regulations and standards; Ensure that health and safety regulations are strictly observed, recorded, and archived.
- Work with individual departments on storing food safely before and after events.
- Supervise food prep and cooking.
- Track kitchen expenses and maintain accurate records.
- Research catering/kitchen trends and competitive equipment and services.
- Order food supplies and kitchen equipment as needed.



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3. Catering/Coordinator Duties

- Work directly with Skyline Church teams to meet their catering requirements.
- Determining specific department/event needs and proposing catering options.
- Prepare catering order forms for clear communication of needs and services.
- Monitor the availability of catering stock and supplies and order replenishments.

4. Event Requirements

- Welcome guests and clients.
- Effectively communicate with all guests and staff in a friendly, courteous, and timely manner.
- Help to organize and coordinate an event timeline, ensuring that the service runs smoothly and efficiently.
- Help coordinate and oversee decor set-up and breakdown.
- Liaising with vendors and external suppliers.
- Assisting management with food and decor budget and managing finances.
- Maintain high personal grooming standards and professional demeanor.

JOB REQUIREMENTS:

1. Qualifications

- Exceptional ability to deliver catering services within budget.
- Ability to coordinate catering requirements with Skyline teams, local restaurants, and catering suppliers.
- The ability to apply industry knowledge to improve catering services.
- Advanced knowledge of best practices in catering management.
- Excellent interpersonal and communication skills.

2. Education and Experience

- 3-5 years of experience in kitchen management.
- 3-5 years catering and events experience, or similar.

3. Physical Requirements

- Able to lift or move up to 20lbs.
- Able to withstand long periods of standing or walking.

TO APPLY

Please submit resumes to Janet Stucke via email: jstucke@skylinechurch.org

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