



Job Title: Prep Kitchen Coordinator
Reports To: Food Services Director
Overseen By: Prep Director

Date: March 2026

Position Overview

The Kitchen Coordinator helps oversee the daily operation, cleanliness, and organization of the kitchen at Barnabas Prep. Including maintaining food safety standards, and preparing meals for the students and staff. The Kitchen Coordinator also works alongside students, helping teach basic cooking skills, kitchen responsibilities, and proper hygiene. In collaboration with the residential team, this role helps create a welcoming, home-like, Christ-centered environment. The kitchen plays an important role in helping students grow in independence while building a culture of respect, dignity, and community within daily residential life. The Kitchen Coordinator will collaborate/communicate with both the Food Services Director and the Prep Director to provide a healthy, efficient, safe, and fun kitchen operations system at Barnabas Prep. This is a part-time (15-20 hours per week), year round position.

Kitchen Operations Responsibilities

- Plan weekly meal schedules in collaboration with Residential Life Coordinators (RLCs) and Fellows.
- Prepare and oversee the preparation of 10–12 meals per week for staff and students.
- Prepare daily lunches and dinners for staff and students.
- Must be present to serve 4-5 lunch meals per week.
- Gather and distribute weekly breakfast items for the residential houses.
- Gather and prepare ingredients for house dinner meals on Tuesdays and Thursdays.
- Ensure all meals are prepared safely and follow ServSafe food safety standards.
- Oversee and assist RLCs and Fellows in preparing meals when needed.
- Maintain cleanliness, organization, and proper sanitation in all kitchen spaces.
- Oversee organization and proper rotation of pantry, refrigerator, and freezer items.
- Ensure all kitchen equipment and appliances are clean, functioning properly, and safe to use; report maintenance needs when necessary.
- Create and manage daily and weekly kitchen cleaning schedules for both staff and students.
- Provide kitchen training for staff and students, including food safety, cooking basics, and proper kitchen procedures.
- Display an active alignment with Barnabas Prep's mission, Christian beliefs and core values.
- Periodically be required to prepare meals for a Prep event.
- Work with the Food Services Director and Prep Director to create a meal plan for the upcoming school year.

- Working during the off-season to organize the freezers, fridge pantry, back cleaning closet, laundry room, and special diets closet, along with ordering kitchen supplies such as utensils, napkin holders, etc.
- Communicating with student families with special diets to ensure their dorms are set up adequately for their dietary needs.
- ***There may be other duties assigned by the direct supervisor when necessary. This list may not be exhaustive.***

Required Skills and Abilities:

- Must have a current drivers license.
- Particular software systems or computer knowledge preferred (Google, Canva, Word, Excel)
- Professionalism and acute attention to detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize job responsibilities.
- Follow uniform standards and policies.
- Must address all concerns before the end of the day when Camp and/or Prep are in session to honor our commitment to safety, trust, and timely care.
- Model of Christian life in the community.
- Must pass reference checks and background screenings, which includes sex offender registry checks, and Child Protection Plan training.

Education and Experience:

- High school diploma or equivalent required.
- 2 years of kitchen management and food prep experience preferred.
- Must be 21 years of age or older.

Physical Requirements:

- Ability to walk a mile over uneven terrain, including at night.
- Ability to assess unsanitary or unsafe conditions.
- Ability to lift up to 50 lbs.
- Ability to work in varying temperatures, noisy environments, and outdoor elements.

Printed Name: _____ Date: _____

Signature: _____