



Kitchen Manager Position

April 9, 2026

Christ Church Detroit seeks a Kitchen Manager to coordinate operations in a newly renovated kitchen (anticipated completion in May-June 2026). The Kitchen Manager joins a team of dedicated leaders to support the growth of community feeding programs as well as parish activities and event rentals.

Classification: Part Time, Non-Exempt

Hours: 15-20 hours/week, with variable shifts depending on activities

Responsibilities:

- *Support and guide kitchen personnel*
 - Ensure compliance with Detroit Health Department health and hygiene codes, especially relating to storage, cleaning procedures, and food handling (including training and certification requirements)
 - Institute and enforce systems for volunteer teams to follow
 - Communicate regularly with volunteer and staff kitchen users
 - Collaborate on menu and other program planning for feeding program
 - Supervise other kitchen activities, such as event rentals
- *Maintain kitchen & inventory*
 - Oversee stocking and maintenance of storage and kitchen
 - Manage inventory for the feeding program
 - Work with parish administrative staff to order food and supplies
 - Oversee donations from food banks and other donors
- *Liaise with community organizations & resources*
 - Collaborate with team for the growth and organization of feeding program
 - Connect periodically with local restaurants, stores, and food donors. Establish a personal relationship with managers at these organizations
 - Keep and report statistics for granting agencies
- In discussion with Rector and other staff, the Kitchen Manager may offer food preparation, menu planning, consulting, and other assistance to parish ministries and events, with agreed-upon extra compensation

Requirements:

- ServSafe Food Manager Certification
- Extensive familiarity with the management of a commercial kitchen
- Experience with event coordination and volunteer management
- Heart for how food and beverage strengthen relationships and build community
- Ability to use wide variety of food preparation tools and practices, especially for large quantities, and to teach volunteers and new participants
- Knowledge of proper methods for stocking equipment, utensils, and work area, and maintaining them in clean, orderly condition
- Strong proven interpersonal, communication, and digital skills
- Reliability, including being on-time and present during pre-arranged times
- A background check and completion of Safe Church training are required for the chosen candidate before they can start work (paid for by the church)
- Willingness to participate in other professional development and trainings (paid for by the church)

The Kitchen Manager reports to the Rector, and also works closely with staff colleagues, volunteers, and members. To inquire, please send your cover letter and resume to the Rev. Emily Williams Guffey, Rector, emily@christcd.org.

About Christ Church Detroit

Christ Church is a dynamic, multi-racial, multi-ethnic congregation that has served downtown Detroit since 1845 and continually strives to be a beacon of hope through lively hospitality, compelling educational programs, and beautiful worship and music. In the midst of the \$3 million Renew, Restore, Rejoice capital campaign, it is striving to grow in service to the city. A member church of the Episcopal Diocese of Michigan, Christ Church Detroit warmly welcomes and includes people of all ages, abilities, means, genders, sexualities, races, ethnicities, backgrounds, and perspectives.

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