

◆ **KITCHEN COORDINATOR / KITCHEN MANAGER**

POSITION OVERVIEW

The Kitchen Coordinator is responsible for planning, preparing, and managing all meals for SLAM Trips participants and staff. This role oversees kitchen systems, food safety, budgeting, inventory, and meal execution.

KEY RESPONSIBILITIES

- Plan weekly menus aligned with dietary needs and budget guidelines
- Prepare and oversee daily meal service (breakfast, lunch, dinner, snacks)
- Maintain and manage food inventory
- Order Weekly meals through the meal ordering system.
- Shop for supplies and submit receipts/invoices according to SLAM accounting procedures
- Maintain food safety standards and sanitation
- Supervise kitchen intern(s)
- Ensure kitchen is cleaned and sanitized after each meal
- Assist with Wednesday event set-up
- Other duties as assigned by supervisor

QUALIFICATIONS

- Food Handlers Permit (required as condition for employment)
- Strong organizational skills
- Budget management experience preferred
- Ability to lead volunteers and interns
- Servant leadership mindset
- Must have a valid drivers license

◆ KITCHEN INTERN

POSITION OVERVIEW

The Kitchen Intern assists the Kitchen Coordinator in food preparation, inventory management, and maintaining cleanliness and organization within the kitchen.

RESPONSIBILITIES

- Assist with meal prep and serving
- Help maintain food inventory
- Assist with kitchen cleaning and sanitation
- Assist in food purchasing systems
- Set up for meal Wednesday cleanup
- Assist with midweek set-up nights
- Other duties as assigned by kitchen coordinator

IDEAL FOR

- High school students (16 years or older), college students, or international students
- Individuals interested in hospitality, culinary arts, nonprofit service, or ministry leadership

◆ WORKSITE COORDINATOR

POSITION OVERVIEW

The Worksite Coordinator develops and oversees all community service projects. This role builds partnerships with local community members and ensures worksites are organized, safe, and meaningful for participants.

KEY RESPONSIBILITIES

- Communicate and coordinate with community partners
- Secure and confirm worksites before participant arrival
- Prepare materials, tools, and safety plans
- Teach participants project expectations and safety guidelines
- Oversee daily worksites
- Manage and maintenance tools and equipment
- Inventory all tools and equipment
- Evaluate project outcomes
- Assist with housing site support and evening responsibilities
- Provide daily reports to SLAM Trips Director
- Other duties assigned by SLAM Trips Director

QUALIFICATIONS

- Strong leadership and communication skills
- Comfortable leading youth groups
- Ability to manage logistics and problem solve
- Basic tool and project management knowledge preferred
- CPR/First Aid certification required
- Must Have valid drivers license

◆ WORKSITE INTERN

POSITION OVERVIEW

The Worksite Intern assists the Worksite Coordinator in preparing and managing community service projects.

RESPONSIBILITIES

- Help prepare and organize tools for each worksite daily
- Assist with project setup and teardown
- Support participant instruction
- Reinforce safety procedures
- Maintain and Maintenance all tools and equipment
- Help with Wednesday and other activities setup
- Other duties as assigned by Work Coordinator

IDEAL FOR

- Students 16 years or older interested in community development, construction, leadership, or ministry
 - International students welcomed
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◆ DAILY EVENTS COORDINATOR

POSITION OVERVIEW

The Daily Events Coordinator manages daily schedules, transitions, and participant experience throughout each day of the program.

KEY RESPONSIBILITIES

- Oversee daily schedule flow
- Coordinate worship, speakers, games, and evening activities
- Communicate daily timeline with staff and visiting youth leaders
- Manage transportation timing for all activities
- Troubleshoot schedule conflicts
- Assist in participant engagement and group morale
- Support housing site evening supervision

QUALIFICATIONS

- Strong organizational and time management skills
- High energy and relational leadership
- Experience working with youth groups
- Clear communicator

◆ OVERNIGHT EXPECTATIONS (For roles assigned)

- Remain on site during sleeping hours
- Provide security and safety presence
- Respond to emergencies and contacts SLAM Trips Director
- Enforce quiet hours and safety standards