



## **Director of Meals Ministry and Kitchen Operations**

### **April 2026**

Fourth Presbyterian Church of Chicago

Classification: Exempt

Status: Regular, Full-Time

Reports to: Associate Pastor (Mission and Community Engagement)

#### **About Fourth Presbyterian Church**

Fourth Presbyterian Church is a vibrant, inclusive, and service-oriented community in the heart of downtown Chicago. Guided by our Long-Range Plan, we are committed to deepening faith, building connections, fostering community partnerships, and ensuring long-term sustainability through thoughtful leadership and innovation.

#### **Position Summary**

The Director of Meals Ministry and Kitchen Operations is responsible for providing strategic direction and oversight of Fourth Church's meals ministry as well as ensuring proper operation of our kitchen facilities. For over a decade, the Meals Ministry has grown to become the largest of the congregation's community outreach programs. Currently, the ministry prepares and serves over 49,000 meals per year, delivered by means of 4 major programs (Sunday Night Supper, Monday Night Supper, Bag Lunch, and Community Partnerships) as well as several smaller programs including various food rescues and seasonal gifts. Meals are provided largely through coordinated teams of volunteers as well as a part-time staff person, who report to the Director of Meals Ministry. This position often requires physical presence and, in coordination with church security, providing hands on hospitality for our guests receiving meals. The Director works autonomously, assisted by one part-time staff person, guided by the Meals Ministry Steering Team (MMST), a rotating group of experienced volunteers sharing key decision-making responsibilities.

#### **Position Overview**

The Director of Meals Ministry and Kitchen Operations provide operational and strategic leadership for a multi-faceted, volunteer-staffed program supporting Fourth Presbyterian Church's mission efforts in addressing hunger, food security, and offering welcoming hospitality to neighbors in need. In addition, the Director is responsible for growing the programs to provide greater outreach, innovative sources of food and supplies. All administrative responsibility for the Meals Ministry (budgeting, reporting, accounts payable, and development) rests with the Director.

The Director partners closely with the volunteer Meals Ministry Steering Team, facilities and security staff, and other groups utilizing the kitchen.

### **Essential Functions:**

#### **Administrative**

- Create menu plans, source food and supplies, manage inventory.
- Oversee maintenance, equipping and allocation of kitchen, storage and serving areas used for Meals Ministry programming to ensure safety and sanitation compliance as well as adequacy for operations. Organize use of kitchen space in cooperation with other programs of Fourth Church or Chicago Lights that utilize it. Advocate for improvements or replacements as needed.
- Steward relationships with key suppliers/donors, including Greater Chicago Food Depository (GCFD), North Shore Congregation Israel, Catholic Charities, Chicago Sinai Temple, Restaurant Depot, and other food rescue operations.
- Direct program operations and effectiveness on an ongoing basis
  - Maintain weekly program statistics for all programming
  - Conduct annual program evaluations and guest surveys to gauge effectiveness and satisfaction levels
- Create, maintain, and track annual Meals Ministry budget, expenses, handle reimbursements and reporting.
- Advocate for Meals Ministry as a core component of Fourth Church's mission outreach of Fourth Church and external stakeholders.

#### **Program Operations and Hospitality**

- Support the Meals Ministry Steering Team with attendance at meetings, regular program reports, and coordination of program operations.
- Oversee the work of volunteer supervisors and volunteer teams; coordinate their efforts.
- Actively participate in programming by directing the smooth flow of all program operations
  - Monitor the scheduling of volunteers
  - Cultivate and maintain relationship with facilities, security, Chicago Lights Social Service Center and Tutoring Program Staff.
  - Supervise and evaluate the work of part-time assistant
- Assure compliance with Fourth Church, state/city and Greater Chicago Food Depository (GCFD) policy, rules, and procedures
  - Communication policy and procedural updates to all relevant constituencies
  - Coordinate required volunteer training with other internal staff and partners as needed.
- Build relationships with guests and create a welcoming and safe environment for all.

## **Development and Program Optimization**

- Direct all efforts to evaluate and enhance the impact and effectiveness of the Meals Ministry
- Develop and steward collaborations and partnership both within the Church and with outside groups/resources.
- Develop and maintain a diverse volunteer base
- Recruit and support members of the Meals Ministry Steering Team
- Expand resources available for the Meals Ministry
  - Solicit and nurture donor relations, grants, and partnerships in collaboration with the Fourth Church Development team.
  - Facilitate Meals Ministry drives

**Schedule:** This is a full-time, in-person position scheduled for 40 hours per week, working scheduled: Sunday through Thursday. Any work required outside of the regular schedule must be approved in advance and coordinated with the supervisor.

## **Robust Benefits Package:**

- Medical insurance (church pays 85% of employee monthly premium and 75% of eligible dependents)
- Optional dental and vision insurance plans
- Generous 17 days of PTO plus 11 paid holidays
- 403b retirement plan (employer contributions after one year of employment)
- FSA for unreimbursed medical and dependent daycare expenses
- Mass transit and commuter parking benefits
- Life and short-term disability insurance, optional life insurance, and long-term disability plan

## **Qualifications**

- 5+ years of experience in food service management, hospitality, nonprofit, or ministry leadership
- Demonstrated experience leading and managing volunteer teams and ability to recruit, train, and retain volunteers
- Culinary Experience including knowledge of commercial kitchen operations, food preparation, and meal planning
- Familiarity with food safety standards (ServSafe certification or equivalent required)
- Experience coordinating schedules, logistics, and supply chains
- Experience overseeing budgets, inventory, and resource allocation
- Proven experience in program leadership, food service management, or ministry coordination
- Demonstrated ability to lead, recruit, and develop volunteer teams

- Illinois driver's license and access to vehicle

### **Skills**

- Excellent verbal and written communication skills
- Excellent interpersonal skills: Demonstrated emotional intelligence, including self-awareness, empathy, and the ability to navigate complex interpersonal dynamics with sound judgment and professionalism
- Ability to apply strong organizational and planning skills to a diverse array of active projects
- Ability to create and scale nutritious menus that can be executed by volunteers with a range of culinary experience.
- Willingness to work a flexible schedule to meet program needs (Sundays and Monday evenings required)
- Basic knowledge of Microsoft Word and Excel
- Preference for working in a team environment with shared responsibilities and decision making.
- Comfort working in a faith-based environment
- Commitment to trauma-informed care and the ability to create environments that prioritize safety, trust, and dignity for all participants
- Able to lift and move heavy items

**Compensation:** The annual salary range for this position is \$74,155 to \$76,000 commensurate with experience and qualifications.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to stand on feet for long periods of time and lift/move items weighing 20+ pounds.
- Must be able to access and navigate each department at the organization's facilities.

### **Work Environment**

- The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform the essential functions.
- If the current health conditions dictate, must be able to participate in online virtual communications, including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.

- Smoke- and drug (illegal or recreational)-free environment.
- Fourth aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. The Employee is regularly required to communicate effectively via computer, via phone, and in person.
- Fourth Presbyterian Church/Chicago Light's office is located in downtown Chicago.

### **EEO Statement**

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.