

## **Weekend Staff Coordinator**

### **Parish Kitchen – Catholic Charities, Diocese of Covington**

Reports To: Parish Kitchen Manager

#### **Position Summary**

The Weekend Staff Coordinator is responsible for overseeing all Parish Kitchen operations on Saturdays and Sundays. This role ensures safe, orderly, and respectful meal service for guests; coordinates and supports volunteers; and manages kitchen and dining room operations from opening through closing.

#### **Compensation & Work Schedule**

- Hourly Rate: \$18.12
- Workdays: Saturdays and Sundays
- Work Hours: 7:00 a.m. – 2:00 p.m.
- Meal Service: 11:30 a.m. – 1:30 p.m.

#### **Work Schedule Options**

**52-Week Option:** One individual is scheduled to work every weekend throughout the year (approximately 52 weekends). Because this is a part-time position, paid leave is not included. Limited unpaid coverage may be arranged for up to four weekends off, subject to operational needs.

**26-Week Option:** Two individuals alternate weekends (approximately 26 weekends each). Under this structure, assigned weekends fulfil full commitment for the role, and additional weekends off are not provided.

#### **Essential Duties & Responsibilities**

- Coordinate and ensure adequate volunteer staffing for weekend operations
- Communicate with volunteers in advance to confirm coverage
- Supervise and support volunteers during service
- Manage opening and closing procedures
- Oversee meal preparation, dining room setup, service, and cleanup
- Manage guest entry and maintain an orderly dining room flow
- Foster a welcoming, respectful environment for guests and volunteers
- Ensure compliance with food safety, sanitation, and public health guidelines
- Perform cleaning duties: dishwashing, mopping, general cleaning, restroom cleaning, and trash removal
- Report operational issues to the Parish Kitchen Manager
- Perform other related duties as assigned

## **Qualifications**

- Ability to work collaboratively with staff and volunteers
- Comfortable interacting with diverse populations in a service environment
- Strong organizational and communication skills
- Ability to provide calm, reassuring direction in a fast-paced setting
- Experience in food service, volunteer coordination, ministry, or social services preferred but not required

## **Physical Requirements**

- Ability to stand for extended periods
- Ability to lift and carry items typical of kitchen operations
- Ability to perform routine cleaning tasks

## **Work Environment**

This position operates in a commercial kitchen and dining room setting and involves regular interaction with guests, volunteers, and staff.

## **To Apply**

Please submit your resume, cover letter, salary history, and at least three references to:  
Shannon Braun [sbraun@covingtoncharities.org](mailto:sbraun@covingtoncharities.org)

Learn more about Parish Kitchen and Catholic Charities at:  
<https://www.covingtoncharities.org/news-events/job-opportunities>

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