

Parish Kitchen Manager

Catholic Charities of the Diocese of Covington is seeking a motivated, compassionate, and organized individual to serve as **Parish Kitchen Manager**. This is a full-time position (40 hours/week, 7:00 AM – 3:00 PM). For over 51 years, Parish Kitchen has been a vital ministry, providing free lunch daily (11:30 AM – 1:30 PM) to anyone in need.

Position Overview:

The Parish Kitchen Manager is responsible for overseeing all on-site operations, managing staff, coordinating volunteers, and ensuring daily activities align with the mission and values of Catholic Charities and the Diocese. This role requires leadership in day-to-day management and a heart for ministry and hospitality.

Qualifications:

- Bachelor's degree in social work, human services, ministry, or a related field
- Significant experience in non-profit management and/or food service operations
- Background in social services or ministry, preferably within a Catholic, faith-based setting

Key Responsibilities

- Oversee all daily operations and supervise staff
- Recruit, train, and support employees as needed
- Work with the Assistant Volunteer Services Manager to ensure proper volunteer coverage
- Enforce safety, sanitation, and security protocols
- Foster a welcoming, supportive environment for all guests
- Collaborate with other Catholic Charities ministries for guest referrals and services
- Maintain records and submit reports to leadership and funding agencies
- Notify the Fund Development Manager of all received donations
- Support and collaborate with Pickett's Corner ministry
- Represent Parish Kitchen publicly in alignment with Catholic Social Teaching

Compensation & Benefits:

- Three weeks of paid vacation (adjusted upwards for longevity), plus 17 holidays, 10 sick days, and 2 personal days
- **Fully paid** single health insurance
- **Defined benefit pension plan** and 403(b) retirement savings option
- Life insurance, long-term disability, and travel/mileage reimbursement
- Tuition assistance for children attending Diocese of Covington Catholic schools

To Apply

Please submit your resume, cover letter, salary history, and at least three references to:

Shannon Braun – sbraun@covingtoncharities.org

To learn more about Parish Kitchen and Catholic Charities, visit:

<https://www.covingtoncharities.org/news-events/job-opportunities>

Catholic Charities is an Equal Opportunity Employer.

This job description is not exhaustive, and additional responsibilities may be assigned.