

# THE CATHOLIC CENTER

## AT THE UNIVERSITY OF GEORGIA

---

The Catholic Center at the University of Georgia is seeking a part-time position of Kitchen Manager for 20 to 25 hours a week.

### Job Description

The Kitchen Manager will manage kitchen facilities for activities at the Center. This includes ensuring the kitchen remains clean and organized and assisting kitchen users to follow kitchen guidelines properly. This includes maintaining a stock of food or supplies needed by ministries through purchasing or ordering and additional assistance with cooking. This person needs to coordinate with ministries to achieve the previously listed task and others involving the kitchen. The largest amount of time required is ensuring the success of each week's Sunday Night Dinner after 5 PM student Mass during the college school year. This includes organizing volunteers and assisting with coordination in the timing of events, including stocking the kitchen, cooking, serving, and cleaning. Tuesdays and Wednesdays are additional days similar to Sundays but with a lesser time commitment.

### Qualifications

Candidates should have good organization, communication, autonomy, and management skills and can work on a flexible schedule. Preferred candidates have Food Safety Handling Certification or are willing to obtain it. Also, he or she should have a general respect for the Catholic faith.

### Details

**Position:** Part-time Staff

**Hours:** Up to 25 hours per week

**Schedule:** Flexible for setting up but needed for select kitchen events

**Location:** In person at the UGA Catholic Center, 1344 South Lumpkin Street

**Start Date:** As soon as available; training starting prior to that date

All offers of employment are contingent upon a satisfactory background check.

For those interested, please submit a resume and references via email to [stewardship@ccatuga.org](mailto:stewardship@ccatuga.org)

---

706-543-2293 | [WWW.UGACATHOLIC.ORG](http://WWW.UGACATHOLIC.ORG)  
1344 S LUMPKIN ST, ATHENS, GA 30605