

# CEDARCREEKCHURCH

**Position Title:** Assistant Director of Local Outreach  
**Reports to:** Local Outreach Director  
**Average Hours Per Week:** 15

**Department:** Central Support  
**Campus/Team:** Campuses  
**Salary/Hourly:** Hourly

## **Position Summary:**

Ensure that the hot meals ministry is adequately staffed and supplied.

## **Position Responsibilities**

- Ensure that all meals are planned, cooked, and served to guests with dignity
- Maintain schedule of cooking teams, menu, and transport team drivers
- Work with campus pastors and volunteer liaisons to recruit new volunteers
- Maintain relationships with partner churches and keep lines of communication open
- Build relationships with volunteers within the meals ministry on a personal & spiritual level, develop leaders and team skills
- Make long range plans for the month, but improvise when necessary
- Maintain kitchen cleanliness and ensure that it is well supplied and ready for use
- Report meal attendance numbers to supervisor on a monthly basis
- Participate in any number of miscellaneous Local Outreach projects when the need arises(ex, Kairos Prison Ministry cookie collection, Toledo Public Schools Faith Based Partner meetings, etc)

## **Position Requirements:**

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders
- Participate in Health Department Safe Food Handling class or comparable training

## **Measurements:**

The Position will be evaluated by the following quantifiable measurements:

- Hot meals will be reliably delivered to partner churches and they will report satisfaction with meals
- Reports will show unique volunteer experiences on a regular basis
- Monthly attendance numbers will show trends and allow us to plan accordingly
- Budget reports will show that we are spending within our means and using our resources accordingly

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**Accountabilities:**

The Position will also be held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
- Maintaining good fiscal responsibility, stewarding resources with excellence.
- Maintaining unity within the Arts Department, across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff and volunteers at all times.

**Disclaimer:**

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

Position's Signature

/\_\_\_\_/\_\_\_\_  
Date

Direct Report Position's Signature

/\_\_\_\_/\_\_\_\_  
Date

Executive Director's Signature

/\_\_\_\_/\_\_\_\_  
Date

cc.  
Direct Report  
Executive Director  
HR/Employee File