

Unitarian Universalist Church of Davis

FACILITIES: KITCHEN ASSISTANT

Job Description

Board Approved 2025_07_19

Supervisor	Congregational Administrator
Directly Supervises:	n/a
Status:	Part-time, Non-Exempt; <i>Sunday mornings & as scheduled</i>
UUA Hourly Pay	starts at \$24/hr (2025)

SUMMARY:

Support Sunday morning coffee hour and other events involving food and requiring kitchen clean-up.

ESSENTIAL FUNCTIONS:

Sunday Coffee Hour

Clean-up coffee-machine set-up and put away according to posted directions.

Clear and wash dishes. Put away clean, dry utensils and dishes.

Wipe down countertops & clean sinks.

Collect laundry; run if there's more than half a load (and let supervisor know to move it later).

Fold and put away clean, dry linens in a mouse-proof manner.

Secure food in a mouse-proof manner.

If more than half full, empty indoor trash and recycling bins to outside bins and replace liners.

Sweep and/or vacuum as needed.

Put away kitchen supplies; notify supervisor when supplies are low.

Other Events *may* also include

Before event, unlock and open building—following all safety guidelines.

Move furniture into arrangement requested by Event Lead; return to default furniture arrangement.

Place tablecloths and dishes/flowers on tables.

Make coffee; set-up for self-serve coffee buffet.

Place food and drinks on counter for self-serve buffet.

Answer questions from guests; make them feel welcome.

Restrooms: able to locate extra soap, paper towels, and toilet tissue if asked.

Other clean-up as directed by Event Lead.

Secure building at end of event.

OTHER DUTIES AND RESPONSIBILITIES:

As requested by Supervisor, to meet the needs of facility or current event.

As needed to assist Event Lead.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

Communicate clearly and politely with staff, congregants, and guests (in-person, email, text).

Follow written and oral instruction.

Work with organization and efficiency.

CORE COMPETENCIES/ABILITIES

Arrive on time.

Work well on a team: take direction, work as an equal, or lead.

Work alone; use creative problem-solving in the absence of supervisor.

Set healthy boundaries with congregants and the public.

Follow through with projects.

Report issues as they arise.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Provide own transportation to and from UUCD.

Have full range of motion.

Able to lift 50 lbs safely.

May take some Sundays off, by prior arrangement with supervisor.

OTHER

UUCD is a non-smoking, weapons-free facility.

UUCD hires from outside the congregation.