FOCUS
Fellowship of Christians in Universities & Schools

Position Description

ASSISTANT FOOD SERVICES MANAGER

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description

The Assistant Food Services Managers report to the Food Services Manager and are responsible for cooking and cleaning the kitchen alongside the Food Services Manager, overseeing kitchen Vineyard Staff and volunteers, and being ministry-minded as he/she serves. This position is seasonal full-time.

Kitchen Operations:

Meals

- Oversee kitchen operations during the assigned shift.
- Assist in the overall planning (including special dietary needs), preparation, and cleanup of meals.
- Follow standardized recipes.
- Be familiar with kitchen equipment operations.

Cleaning and Organization

- Help maintain inventory and provide information for food orders.
- Maintain kitchen cleanliness and organization on a regular schedule for daily, weekly, bi-weekly, and monthly tasks.
- Abide by all Department of Health regulations (including training class for food service).

Administration

- Support the Food Services Manager in administrative duties.

Staff and Volunteer Oversight:

Leadership

- Work with the Food Services Manager to create work schedules for kitchen staff and volunteers.
- Orient volunteers to the kitchen, including the dry goods storage area and walk-in cooler.
- Train volunteers on kitchen procedures.

Team Environment

- Be the team leader of the shift, working with volunteers.
- Have a positive attitude in the kitchen.
- Encourage volunteers and Vineyard Staff as they work.

Ministry:

- Care for kitchen staff and volunteers and identify ministry opportunities among them.
- Desire for students to hear the Gospel and understand that the food and kitchen environment can assist in that mission.
- Participate with the other kitchen staff and volunteers in times of fellowship and Bible study.

Position Requirements

The ideal candidate will have:

- A heart for the Gospel and must sign and abide by the FOCUS Statement of Faith.
- The availability to live on Martha's Vineyard for the summer (mid-May – mid-August).
- A valid ServSafe Food Handler's certification.

Physical Requirements

- Prolonged periods of standing and walking.
- Must be able to access and navigate all areas of the kitchen.
- Must be able to lift up to 60 pounds above the waist at times.
- May be required to work in hot and cold temperatures (such as the walk-in freezer) in association with the kitchen environment.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four vacation days for the summer. These must be used during the summer and will not be paid out at the end of the summer. (Only applicable to full summer staff).

Please visit our employment page, infocus.org/employment, and apply online. You may also upload your resume and cover letter to the application portal. Any questions, please reach out to John Alexander, Director of the Study Center, at studycenter@infocus.org. Kindly indicate in your cover letter or email where you found out about the opening.

For more information on our ministry, visit us at infocus.org.