
FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational Christian youth ministry working in various areas and San Francisco, CA. The purpose of FOCUS is to give independent school students in grades 6-12 the opportunity to investigate traditional Christian faith and values in a forum that is fun, relevant, intellectually stimulating, and non-coercive. FOCUS pursues this goal through area-based activities and meetings as well as summer programs at its Study Center on Martha's Vineyard and school-season programs at various locations.

Position Description

The Assistant Head Cook reports to the Head Cook and is responsible for working with the Head Cook in cooking and cleaning the kitchen, in overseeing kitchen Vineyard Staff and volunteers, and in being ministry minded as he/she serves.

Kitchen Operations:

Meals

- Oversee all kitchen operations during the assigned shift.
- Participate in the planning and preparation of meals.
- Assist in the overall day to day prep and cleanup of meals.
- Assist with weekly meal planning including for those with special dietary needs.
- 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 Head Cook in administrative duties.

Staff and Volunteer Oversight:

Leadership

- Work with the Head Cook to create work schedules for kitchen staff and volunteers.
- Orient volunteers to the kitchen including dry goods storage area and walk in cooler.

Team Environment

- Be the team leader of the shift working with volunteers.
- Have a positive attitude in the kitchen.
- Encourage volunteers 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 ability to lift 60 pounds above waist.
- The availability to live on Martha's Vineyard for the summer (May 21 – August 23).
- Ability to obtain a valid food handler's license.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four days PTO (paid time off) for the summer.