
**FOOD SERVICE MANAGER
FOCUS STUDY CENTER - MARTHA'S VINEYARD**

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in a dozen areas along the east coast and in San Francisco. For more than six decades, FOCUS has given independent school students in grades 6-12 the opportunity to explore traditional Christian faith and values in a forum that is fun, intellectually stimulating, and non-coercive. 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.

Summary:

The FOCUS Study Center is looking for an experienced, well-organized, and compassionate Christian to be our food service manager. This person is responsible for running the Study Center kitchen and managing kitchen staff and volunteers effectively. Above all, we desire to honor God by seeing to it that those on the Study Center property are fed well physically as well as spiritually. The Food Service Manager is a key member of the FOCUS Study Center team. This position is seasonal full time.

Position Description:

The Food Service Manager will be responsible for all aspects of kitchen operations at the FOCUS Study Center. Specifically, this person will:

- Evaluate and implement systems for all food service operations, including planning, food preparation, cooking, and cleanup to produce quality meals for approximately 65-130 participants during the program season.
- Train and supervise kitchen staff (including Assistant Food Service Manager and Vineyard Staff) and volunteers in the preparation and presentation of food, and care of kitchen facilities and equipment.
- Oversee weekly meal planning; including special dietary needs. Work with Facilities Managers to achieve our goals for food quality, meal economies, ease of preparation, timeliness, and clean-up.
- Direct one daily shift during the program season, and supervise an Assistant Food Service Manager who will lead meal preparation for the alternate shift each day of the program season.
- Develop and follow standardized recipes, making sure any advantageous or necessary changes are recorded for future reference.
- Be familiar with common kitchen equipment including mixer, Hobart dishwasher, fryer, etc.
- Inspect raw and cooked food items to ensure good quality.
- Manage inventory for food and supplies; including orders, returns, and payment approvals; maintain good vendor relationships.
- Work with Facilities Managers to maintain kitchen equipment; schedule repairs and additional maintenance as needed.

- Work with the Facilities Managers to develop short and long-term goals and strategies to meet the needs of the kitchen operations.
- Make sure that all kitchen staff and volunteers adhere to food safety and hygiene regulations to ensure a clean and sanitary kitchen in compliance with health and building department requirements.
- Welcome, assess, and utilize kitchen volunteers.
- Participate in the life and fellowship of the Study Center community.

Position Requirements:

The ideal candidate will have:

- A heart for the Christian Gospel and will be required to sign and abide by the FOCUS Statement of Faith.
- Desire for students to hear the Gospel and to have an awareness that the food and kitchen environment can assist in that mission. Some familiarity with independent schools and culture is helpful.
- Faithful participation in a local church and a commitment to ongoing personal spiritual development.
- 3+ years of commercial cooking and/or management experience.
- Strong attention to detail and ability to multitask under pressure.
- Ability to teach, challenge, and encourage college-aged staff and volunteers ages 18 and up.
- Have and maintain valid ServSafe Food Manager and Allergen certifications.
- The ability to live on Martha's Vineyard full time from May 1 to August 31.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be able to access and navigate all areas of the kitchen.
- Must be able to lift up to 60 pounds at times.
- May be required to work in excessive heat and cold in association with the kitchen environment.

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. Must be used during the summer and will not be paid out at the end.

Please visit our employment page infocus.org/employment and apply online. You may also upload your resume and cover letter within the application portal. Any questions, please reach out to Linda and Stoddard Lane-Reticker, Study Center Facilities Managers, 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.