

JOB DESCRIPTION
AGAPÉ FOOD SERVICE MANAGER/COOK

PURPOSE: To handle all aspects of the food service program at Camp Agapé. To take care of menu planning, ordering, food purchasing, safety, food handling, food prep, clean-up and storage of food. Inventories and food costing will also be a part of the position. Receive all guests as Christ would. To be an active part of a team ministry that seeks to provide excellence and guest satisfaction as we work to meet the needs of those we serve using the Agapé † Kure Beach Ministries mission statement as our guide.

POSITION DATES: Retreat Season: August 15 to May 25
Summer Season: May 26 to August 14 renewable annually

POSITION HOURS: Part-time position Hours vary greatly – on call as bookings require
Average 25 hours per week (some weeks are less some are more)

POSITION SALARY: 2022 - \$16.50 per hour

POSITION LOCATION: Camp Agape – 1369 Tyler Dewar Lane, Fuquay-Varina, NC 27526

RESPONSIBLE TO: Executive Director

GENERAL RESPONSIBILITIES:

- To plan nutritionally balanced meals.
- To oversee all food ordering and purchasing within the budgetary guidelines set by the Director.
- To keep accurate records of inventory and per person per meal serving costs.
- To work adhere to all current Department of Health and ACA health and safety regulations
- To prepare budget requests to upgrade food service equipment for the coming year.
- To keep the sanitation of the food service area at its highest level.
- To oversee all kitchen staff in executing a safe and healthy food service.
- Must be Serve Safe certified

SPECIFIC RESPONSIBILITIES:

- To plan menus and have them approved by the Director and periodically checked by a nutritionist
- To place orders and maintain records of inventory – year end totals for financial audit
- To know and put into practice the necessary standards for health and safety in food handling (Keep food in the safe zone Below 45F or Above 140F) keep it warm enough or cool enough.
- Keep trash cans, recycling bins, loading dock and storage areas clean.
- Maintain charted records on Refrigeration and Dishwashing temperatures and report in inadequacies in a timely manner.
- Maintain a clean and pleasant appearance.
- To supervise and schedule all assisting staff, cooks, and kitchen helpers.
- To monitor and guide staff function and build a sense of team among food service staff
- To work with groups to help in meeting their programmatic needs as well as their need for physical nourishment
- Prepare a list of proposed budget needs for the coming year in late October.

“Experience the Spirit”
Agapé † Kure Beach Ministries
1369 TYLER DEWAR LANE † FUQUAY-VARINA, NC 27526