

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 SEASONS: Retreat Season: January through May and mid August through December
Summer Season: June to mid August

POSITION HOURS: Full-time, salaried position. Hours vary greatly – on call as bookings require
Average 40+ hours per week during the retreat season set-up as flex hours
(some weeks will require more hours and some will require less)
Average 60+ hours a week during the summer camp season.

POSITION SALARY \$43,000

POSITION BENEFITS: Health Care – individual
Pension at 10% of Salary annually
Disability and Life Insurance at 1% of Salary annually
12 days paid vacation and 12 days sick leave
Continuing education opportunities

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

RESPONSIBLE TO: Executive Director

GENERAL RESPONSIBILITIES:

- To plan nutritionally balanced meals eating lower on the food chain
- To oversee all food ordering and purchasing within the budgetary guidelines set by the Director
- 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 monitor equipment repairs and make calls for repairs, in consultation with Exec. Director
- To oversee all kitchen staff in executing a safe and healthy food service
- Must be ServeSafe certified

SPECIFIC FOOD HOSPITALITY RESPONSIBILITIES:

- To plan menus and have them approved by the Director and periodically checked by a certified nutritionist, seeking to eat lower on the food chain
- To be responsive to the special dietary needs of guests and seek creative ways to meet those needs (within reasonable expectations)
- Maintain a clean and pleasant appearance.
- To monitor and guide staff function and build a sense of team among food service staff
- To work with summer kitchen helpers to instruct and set expectations for their work
- To work with groups to help in meeting their programmatic needs as well as their need for physical nourishment
- To participate in composting and caring for the creation by using earth friendly serving and cleaning products

SPECIFIC MANAGEMENT RESPONSIBILITIES:

- To keep accurate records of inventory and prepare twice annually per person/per meal serving costs
- To place orders and maintain records of inventory – year end inventory 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.
- To supervise and schedule all assisting staff, cooks, and kitchen helpers within outlined staffing ratios
- Prepare a list of proposed budget needs for the coming year in late October

"Experience the Spirit, Christ, Creation, Community"