



TM

Assistant Food Service Manager

Grace Adventures is a year-round Christian non-profit organization in Northwest Michigan, serving over 100,000 meals annually to students, adults, and families. Our Food Services/Culinary Program is integral in providing the individuals we serve with a world-class experience while they strengthen relationships.

We desire to hire an Assistant Food Service Manager who can recognize quality both in food and staff, as well as provide attention to detail in the little things that will result in a delicious yet cost-effective experience. This individual will also operate in a manner consistent with the Mission and Core Values of the organization.

SUMMARY OF POSITION:

The Assistant Food Service Manager is responsible for providing supportive leadership to kitchen staff throughout food service and assisting in creating a positive culture. Their duties include monitoring kitchen activities, expediting orders to ensure quality taste or presentation, and taking on additional responsibilities in the Food Service Manager's absence to ensure that kitchen staff have proper direction.

For Grace Adventures, the Assistant Food Service Manager manages food preparation and cooking, ensuring the success and quality of meal service in terms of guest experience and quality of food, as well as assisting in the training and management of employees. This individual will have the Serve Safe Certification within one year of employment and comply with all Federal, State, and Local Safety practices.

QUALIFICATIONS:

1. 3 + years working in a kitchen
2. 1 + years of supervisory experience
3. ServSafe and Allergen Safety Certified (or ability to gain certification within 90 days of hire; company to pay for)
4. Must have a working knowledge of kitchen procedures and equipment
5. Administrative Skills
6. An attitude of excellence in workmanship
7. A testimony and lifestyle that gives evidence of a true experience of salvation by grace in Jesus Christ
8. Self-disciplined and self-motivated
9. Have the physical ability to lift heavy things and be on your feet for long periods of time

RESPONSIBLE TO:
Vice President of
Operations

HOUSING:
Not Provided

JOB LOCATION:
Grace Adventures, Silver
Lake, MI

This position will
work as part of the
Operations Team.

To Apply:
Submit a resume
to Doug Fouser.
doug@graceadventures.org

GENERAL RESPONSIBILITIES

1. Preparing meals and food to meet the specifications of the approved menu in a timely manner
2. Properly measuring kitchen ingredients and food portions
3. Ensuring kitchen staff adhere to set standards, procedures, department rules, and sanitation requirements through ongoing training, coaching, and equipping
4. Using kitchen knives and equipment such as grills, ovens, steamers, and warmers in food preparation
5. Managing the kitchen inventory and ensuring supplies are fresh and of high quality; assist in stocking when orders are delivered
6. Ensuring proper food temperatures when cooking and adequate storage afterward
7. Keeping the workstation and kitchen equipment clean, organized, and sanitized; adopting a clean as you policy
8. Taking charge of kitchen opening, closing, and other side duties as directed by the Executive Chef
9. Assist in serving meals
10. Assist in ordering food or inventory of items as needed
11. Organize transportation of food to other locations
12. Organize and direct staff and volunteers efforts
13. Maintain a professional appearance in compliance with Grace Adventure's dress code

BENEFITS

1. Full-Time Non-Exempt - Salaried Position (Housing not provided)
2. Health, Dental, Vision Insurance (after 90 day period)
3. HSA
4. 403(B) – 2% basic and 3% match (after one year of employment)
5. Monthly Cell Phone Allowance
6. Free Employee Meals
7. Equipment Use (as approved and signed off by Maintenance Director)
8. Free Trash drop off at Grace Adventures
9. Employee Discounts on programs (all dependent children get one week of camp per year for free; employee and spouse can attend one sponsored retreat for free per year), apparel, and other retail items
10. Many more!

Grace Adventures is an At-Will employer, which is defined as: At the will of either the employee or the employer, termination can occur at any time. Common consideration is expected on either part consisting of a minimum two-week notice under normal circumstances

Grace Adventures is located in beautiful Silver Lake, Michigan only a 1/2 mile from the sand dunes.



www.graceadventures.org



@grace_adventures_mears



Grace Adventures

