

C4 Ministry Description – Associate Director for Nutrition

Hours: Full-time, 12-month salary

Pay: \$20,000-\$22,000

Contact: 423.855.4877 (Call or Text) admin@n7mc.org (Email your CV/Resume)



Job Summary: The Assistant Director for Nutrition leads the executive team in planning, purchasing and providing balanced, nutritious, tasty, and plentiful meals for the students, staff and guests of C4 Media Missionary School. Leading together with staff through daily supervision of kitchen duties, special social events, off-site meal planning and assist with garden practical work when realistic. Create and manage major annual food service and supplies budget. Present portions of the NEWSTART/LIGHT curriculum, following the diet for our regular C4 dietary plan.

Duties and Responsibilities:

- Provide support and direction for all nutrition and meal planning needs of C4. This includes, international travel, evangelism sites, community activities, and social outings
- Manage and balance food-service budget, including travel and special event meals
- Present portions of the Consecrated Creators nutrition curriculum
- Develop staff and students in leadership, practical skills, and spirituality and other aspects of development
- Assist with general office functions, including answering phones, scheduling, creating service invoices; also, household cleaning, kitchen duties and other domestic responsibilities
- Assist and lead with activities where practical as requested by ED and C4 Operating Committee
- Provide a monthly status to C4 Operating Committee for current/future expenses related to food service
- Member of C4 Administrative Committee (AdComm)
- Position requires on-campus residence, with personal expense salary deductions, rent, meals, etc...
- Perform all other reasonably related functions as assigned by the Executive Director and Operating Committee

Special Requirements: *Have an expressed commitment to Jesus Christ and the historic teachings and traditional mission of the Seventh-day Adventist Church. Be an Adventist church member in good and regular standing. Maintain a Christian attitude while working with participants and events.*

Qualifications: Ability to work a flexible schedule, including days, nights, and weekends in domestic and international locations. Lifestyle/Wellness Center or Associate or bachelor's degree or 3 years nutrition or planning/cooking preferred, not required. Computer skills for cooking continuing education and planning on websites for research required. Exceptional communication skills. Self-starter with strong organizational skills and little need for supervision. Desire to grow professionally, including a willingness to learn new systems and procedures. Passion for leadership development in self and others. Fluent in reading, writing, and speaking English. Valid U.S. Driver's License AND Passport with a minimum of 18 months remaining to expiration.

Typical Physical Demands: Sitting, standing, bending, and reaching. Lifting up to 70 pounds. Manual dexterity sufficient to operate typical and a-typical kitchen machines. Exceptional hearing and normal range of vision along with some driving.

Working Conditions: Normal office and school environments with little or no noticeable discomfort. Occasional off-campus outdoor or rented auditoriums and unique environments. International travel that may include difficult sleeping, eating, and working conditions requiring flexibility and patience.