



## Food Service Manager

**Job Title: Food Service Manager**

**Reports to: Superintendent**

**Direct Reports: CCA Food Service Employees**

**Profile:** The Food Service Manager plans, organizes, and directs the food service program for the on-campus activities of Central Christian Academy, Central Christian Church, and Joyful Noise Academy (day care). This position is budgeted for 40 hours per week August 1 through June 1 with managerial hours in the summer months. This position is full-time, hourly, and qualifies for benefits. Hourly rate will be based on the experience and skills.

### **Spiritual Requirements:**

- Evidence of an active and genuine faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC's 8-point statement of faith
- Evidence of successfully serving as a Christian role model for a number of years
- Commitment to resolve professional and personal conflict biblically

### **Duties and Professional Requirements:**

- Ability to lead a team to achieve goals
- Responsibility to hire and dismissal employees as needed
- Strong communication skills in both speech and writing
- Maintain compliance with all KDHE food service regulations
- Train employees in food preparation, kitchen safety, use of equipment, and health standards
- Ability to represent the school in a professional manner to its constituency and the general public
- Oversee budget for Food Service including the ordering and inventory of all food and supplies
- Oversee proper functioning of kitchen equipment and order replacements as needed
- Inspect supplies, equipment and work areas
- Oversee food preparation, portion size and overall presentation of food served
- Plan appropriate menus for CCA and JNA
- Maintain the kitchens of Central Christian Church. This includes the main kitchen, parlor kitchen, C3/High School kitchen, Narthex Coffee Bar, and administrative office kitchenettes
- Fulfill the kitchen requests for the Ministries of Central Christian including paper goods and kitchen use

- Maintain coffee and tea service for weekend worship services and as requested by individual ministries
- Other duties as assigned

**Education and Experience Requirements:**

- Experience working in a commercial kitchen required
- Technical or associate degree preferred
- Possess or be willing to earn food handling certifications required by KDHE
- Three or more years as a Food Service Manager preferred
- Working knowledge of MS Office Suite including Outlook, Excel, and Word.

**Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry for a duration of time
- Physical stamina and quick responsiveness to a situation
- Ability to lift 50 pounds
- The ability to use fine motor skills including tactile while performing a task

**Acknowledgement:**

I acknowledge that I have read the job description and requirements for the Food Service Manager position, and I certify that I can perform these functions.

Employee/Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.*

*Applicants: Please apply [here](#)*