



Director of Food Service

Job Title: Director of Food Service

Reports to: Head of Schools

Direct Reports: CCA Food Service Employees

Description

The Director of Food Service plans, organizes, and directs the food service program for the on-campus activities of Central Christian Academy, Central Christian Academy Preschool, Joyful Noise Academy (day care), and Central Christian Church as requested by individual ministries.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word.
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook.
- Willingness to set an example of prayer, Bible study, and unity in Christian fellowship.
- Commitment to resolve professional and personal conflict biblically.
- Models' servant leadership and has the ability to build relationships and support CCA's mission.
- Listens and responds to counsel.

Duties and Professional Requirements:

- Ability to lead a team to achieve goals.
- Responsibility to hire and dismiss 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 used by CCA, CCAP, 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, 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 Director of Food Service 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](#)