Christian Central Academy

2026-2027
Food Service Manager Job Description

Reports to: Assistant, Head of School
Position Type: Full time/ 10-month position
Compensation: $25/ hour
Benefits: Paid Time Off, School Holidays, Fringe Benefit Options

About Christian Central Academy

Christian Central Academy (CCA) is an independent, interdenominational, college-preparatory Christian school serving students from Pre-K through Grade 12. Founded on a commitment to distinctively Christ-centered education, CCA seeks to develop students academically, spiritually, and socially. Every member of our staff plays a vital role in ministering to our school community and modeling Christian values.

Qualifications

- High school diploma or equivalent; formal culinary training or a degree in food service management is preferred.
- 3+ years of experience in kitchen management, commercial food service, or school cafeteria operations is preferred.
- Current ServSafe Manager Certification (or equivalent food safety management credential or willing to obtain).
- Strong understanding of nutritional guidelines, portion controls, and allergen management.
- Ability to lift up to 40 pounds, stand for long periods, and operate commercial kitchen machinery safely.
- Excellent organizational, budgeting, and time management skills.
- Strong interpersonal communication skills to interact positively with students, parents, faculty, and vendors.

Spiritual Qualifications

- A clear testimony of faith in Jesus Christ and a commitment to spiritual growth.
- Full agreement with and support of the CCA Statement of Faith.
- A desire to minister to children and youth through food service, maintaining a joyful and Christ-like attitude.

Core Responsibilities

Menu Planning & Meal Execution

- Plan and implement balanced, appealing, and nutritious monthly breakfast and lunch menus tailored to the nutritional needs of growing students, ensuring full alignment with New York State Child Nutrition Program standards.
- Oversee and actively participate in the daily preparation, cooking, and presentation of breakfast and lunch offerings (entree, side, starch, and dessert), maintaining consistent quality, appeal, and portion control.
- Manage food and beverage pricing to ensure program affordability and financial sustainability.
- Coordinate, prep, and execute catering for school functions and special campus events (e.g., Board

of Directors meetings, athletic banquets, Baccalaureate Tea, Commencement outdoor reception, faculty/staff professional development days, Grandparents Day, Conversations Over Coffee, Open House, and Teacher Work Week).

Staff Supervision & Team Culture

- Direct, schedule work duties/hours, and lead Food Service Staff fostering a collaborative, high-performing, and supportive environment by leading by example.
- Establish and uphold CCA service and performance standards to deliver an exceptional, welcoming dining experience for students, faculty, and guests.
- Train and supervise staff on daily workflow, prep and pull schedules, safety practices, and customer service standards.

Inventory, Purchasing & Financial Management

- Order all necessary food, beverages, paper goods, kitchen supplies, and equipment while managing the department budget efficiently.
- Manage inventory receiving, quality inspections, storage, and proper rotation (FIFO method) to minimize food waste and optimize cost-effectiveness.
- Maintain complete financial, inventory, and operational records required for administrative reviews, state reporting, budgeting, and the NYS Office of General Services (OGS) National School Lunch and Breakfast Programs.

Health, Safety, Allergies & Regulatory Compliance

- Maintain rigorous standards of cleanliness, sanitation, and safety throughout all food preparation, serving, and storage areas.
- Manage student food allergy logs and collaborate with the school nurse to ensure absolute safety for students with severe allergies.
- Ensure absolute compliance with Erie County Health Department regulations, NYS Department of Health codes, and NYS Office of General Services (OGS) guidelines for the National School Lunch and Breakfast Programs.
- Maintain readiness and full compliance for routine inspections, including bi-annual Erie County Health Department reviews (Public Health Sanitarian) and triennial State Administrative Review Surveys.
- Inspect and monitor kitchen equipment daily, ensuring proper operation, routine maintenance, and prompt service coordination when repairs are required.

Additional Responsibilities

- Perform other related duties and responsibilities commensurate with the role of Food Service Manager as assigned.