

Food Service Manager Job Description

Position Title: Food Service Manager

School: Ambassador Christian Academy (ACA)

Location: 4041 Squankum-Allenwood Road, Allenwood, NJ 08720

Report To: Chief Financial Officer (CFO)

Employment Type: Full-Time

Mission Alignment: The Food Service Manager will be a dedicated, servant-hearted leader who fully supports the school's mission to "prayerfully educate students for life and eternity with the Gospel of Jesus Christ, all for the glory of God". This role involves fostering a welcoming, team-oriented dining environment that reflects Christian values and high standards of hospitality and service to the entire school community.

Position Summary:

The Food Service Manager at Ambassador Christian Academy is responsible for the overall leadership, management, and daily operations of the school's food service program for students in PreK through 12th grade, as well as faculty and staff (approximately 300). This role ensures the provision of nutritious, appealing, and safe meals in compliance with all relevant health, safety, and sanitation guidelines. The manager will oversee menu planning, purchasing, inventory control, staff supervision, and financial management of the program, while promoting a positive dining experience that aligns with the school's Christian mission and values.

Key Responsibilities:

- Manage daily food service operations, including meal planning, preparation, serving, and cleanup for all grade levels.
- Lead, train, schedule, and supervise food service staff and volunteers, fostering a positive, productive, and Christ-centered team environment.
- Ensure high standards of food quality, presentation, and service are consistently met.
- Coordinate food service needs for school events, meetings, and special functions.
- Collaborate with school administration, staff, and parents to address concerns and promote the food service program.
- Help the students develop their palates while satisfying the likes and dislikes of children Pre-K to 12th grade, building trust slowly so that even the pickiest eaters try new things.

Menu Planning:

- Develop well-balanced, nutritious, and appealing menus that cater to the diverse preferences and dietary needs of PreK-12 students, staff, and faculty, while considering budgetary constraints.
- Order and manage food and supply inventory, ensuring cost control, proper storage, and adherence to a "first in, first out" system.
- Establish and maintain positive relationships with vendors and suppliers.
- Comply with health, & safety standards at the local, state, and federal levels.
- Ensure all kitchen equipment is operated safely and maintained properly, coordinating repairs as needed.
- Conduct regular sanitation inspections and train staff in hygiene and safety procedures.

Procurement and Financial Reporting

- Prepare and manage the food service budget, monitoring expenses and revenue to ensure financial goals are met.

- Maintain accurate daily, weekly, and monthly documentation, including meal production records, inventory logs, and financial reports.
- Working knowledge of Payschools preferred.

Professional Qualifications & Requirements:

- Associate degree or equivalent required, bachelor's degree in food service management, Culinary Arts, Nutrition, or a related field preferred.
- Minimum of 3-5 years of experience in high-volume commercial or institutional food service management with supervisory experience.
- Strong organizational, communication, and leadership skills.
- A demonstration of commitment to Christian school mission, values, and a vibrant personal faith.

Interested candidates should submit a cover letter and resume to HR@acanj.org

Salary: \$40,000 – \$50,000 per year, depending on experience and qualifications.