

CHURCH HILL ACTIVITIES & TUTORING



OUR VISION:

Church Hill Academy is committed to educating youth of the East End to become men and women of character who are able to succeed in a diverse and complex society. We are dedicated to providing an individualized, need-based, holistic education in a safe and Christ-centered environment. Our diploma is understood as one step in a life journey. We strive for all to become men and women ready to take their place in college, the workplace, and as community leaders.

OUR GOALS:

1. **To develop each student academically**, shepherding them to high school graduation, whatever their current academic level.
2. **To develop each student's character** (emotional and social well-being, workplace skills, spiritual understanding, anger management, etc.).
3. **To foster each student's sense of community**, of belonging to a larger whole and committed to growth through service to others.

FOOD SERVICE MANAGER 2017-2018

JOB DESCRIPTION

CATEGORY: PART TIME CHA SUPPORT STAFF (25 HOURS/WEEK, 5 HOURS/DAY)
REPORTS TO: PRINCIPAL
LOCATION: Church Hill Academy

JOB SUMMARY

Church Hill Academy is a faith-based, nonprofit high school for 9-12th grade students living in the East End of Richmond. This part-time position is responsible for supporting CHA staff and students by managing our cafeteria. The food service should embody a Christ-like commitment to humbly serving others.

ETHOS

The ideal candidate has a passion for both preparing food and management of the entire food service process. The candidate should want to serve in a support staff position, and be able to clearly demonstrate strong communication, interpersonal, and team building skills. Finally the food service manager should be willing and able to listen to staff, students, and volunteers and lead all who serve to help with food service.

RESPONSIBILITIES:

ATTEND A FOOD SERVICE MANAGER TRAINING AT THE VA DEPARTMENT OF EDUCATION OFFICES FROM AUGUST 6TH-10TH, 2018

- Plan menus following USDA standards and creatively design menu options that appeal to high school students and maintain good nutritional value.
- Oversee purchase of food items using (predominantly) US Foods and/or the local Food Bank.
- Maintain an inventory control system with reports submitted upon request, ordering of food and beverages, all cafeteria equipment, and overall supplies.
- Maintain a budget.
- Maintain all food service records to USDA standards with the SNPWeb interface. Proficiently input and manage USDA National School Lunch Program.
- Work with local health inspector and maintain kitchen compliance.
- Monitor food preparation methods, portion sizes, and the overall presentation of food for breakfast and lunch.
- Train, oversee, and manage schedule of volunteer and paid cafeteria workers. Monitor the actions of volunteers, students, and staff to ensure everyone's personal safety and USDA standards.
- Establish and maintain standards for personnel performance and customer service, especially following ServSafe standards.
- Comply with health and food safety standards and all food service regulations. Investigate and resolve complaints regarding food quality, allergy concerns, or service.
- Keep accurate record of student, staff, visitor lunches. Reconcile all food purchases each month with total number served.

QUALIFICATIONS AND EXPERIENCES:

Anyone who is seeking this position at Church Hill Academy should:

- I. Have experience working in food service, or have strong organizational and management skills necessary to complete the above responsibilities
- II. Be willing and able to lead others
- III. Have ServSafe Certification or be willing to complete ServSafe training prior to employment
- IV. Have basic computer skills and familiarity with online ordering
- V. Follow USDA standards to maintain funding
- VI. Share a personal confession of faith in Jesus Christ and commitment to the vision and mission of CHA and CHAT
- VII. Share a commitment to serving and engaging in the community of the East End
- VIII. Have a passion for food service that can be clearly demonstrated to the staff, students, and parents through his or her leadership and actions
- IX. Conduct him/herself in a way that is professional and collegial and that reflects positively on the mission and goals of CHAT and CHA
- X. Not required, but preferred experience with USDA standards and the National School Lunch Program

