



Family Christian Academy

A Ministry of Family Church PC

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Family Christian Academy is a discipleship ministry of Family Church Port Charlotte. Through its academic programs, FCA partners with Christian families to provide an education that is Bible centered, academically excellent, and equips students to engage the world for Christ.

Job Posting

Position Schedule: Monday-Friday 7:30 a.m.- 2:30 p.m. with one unpaid 30-minute lunch break, 32.5 hours per week, 10-month August-May school year position, full-time.

Benefits: Access to annual 7 days PTO time in addition to medical, dental, and vision benefits. Participation in a payroll IRA is optional.

Minimum Qualifications:

- High school diploma

- Experience managing and operating a food service establishment

- Familiarity with health code requirements

- Food Service Manager Certification preferred, but not required

Position Open: The position will be open until filled. A start of July 31, 2025, is required.

Salary Pay Range: Hourly \$17-\$19 depending on years of experience and qualifications

Primary Function

The **Food Service Manager**, along with the Upper School Principal and the cafeteria staff, manages the school's lunch program. The Manager is the direct supervisor of the Food Service Cooks and Food Service Assistant. The Manager is responsible for maintaining a positive working environment and a nutritious, healthy and successful lunch program. This is a fast paced and high demand position requiring high-energy in a K-12 school. Bring a positive and professional attitude and you'll fit right in with our family here! The ideal candidate will have the ability to manage goal-driven daily tasks efficiently and professionally. This position requires confidence, resilience, strong organizational and communications skills, and exceptional persistence.

Responsibilities

- Train staff annually concerning food service operations
- Responsible for the completion of food, supplies, and equipment inventory and daily meal production reports.
- Ensure all kitchen and dining areas are clean at the end of the workday.
- Responsible for safe, proper equipment use, care, cleanliness, and repair reporting.
- Assist with restocking storage areas with merchandise.
- Receive merchandise, checking quality, freshness, and temperature requirements.
- Help maintain proper food temperature for optimum safety as established by the local health regulatory agency.
- Train new cooks on the correct use of the mixer, convection oven, slicer, steam equipment, food processor, disposal, warmer, tilt skillet, and range.
- Maintain strict personal hygiene practices and dress according to established policies and local health regulations.

- Maintain daily communication between the school and Upper School Principal via email or telephone in case of emergency food alert recalls, delivery changes, shortages, substitution, etc.
- Print lunch orders and provide daily counts for each lunchtime.
- Enter monthly lunch menu items/meals into FACTS.
- Monitor student behavior during all lunches.
- Maintain class lunch rosters.
- Enter charges for meals/snacks daily and refund/offer adjustments as needed.
- Assist with preparing, serving, and plating meals that meet nutritional standards set by USDA, considering food patterns of students of different ages and at a pace that will produce meals on time.
- Assist with washing trays, pots, pans, and utensils and sweeping and mopping kitchen and storage areas.
- Assist with cleaning all equipment used to prepare and serve meals.
- Assist with serving food to students and faculty.
- Implement any other cafeteria or kitchen duties assigned by the Upper School Principal.