Mount Hope Christian Academy Food Service Manager

Job Description

Mount Hope Christian Academy, a Christian-based preschool Academy located in Fredericksburg, VA, is seeking a Food Service Manager to oversee food service preparation for the Academy. As a Christian-based pre-school, the Academy provides full-day, preschool programs for students ages 3 – 5 years old. Additionally, Mount Hope Christian Academy offers a Before and After Care program for students ages 3 - 12. We are seeking an experienced Food Service Manager for the Academy.

Education/Experience

High School Diploma or equivalency

Salary

Up to $12 per hour, based upon education and experience.

Overall Job Description

The Food Service Manager is responsible for overseeing the daily menu, adhering to policies for operating a safe kitchen, preparing food for daily meals/snacks and special events, adhering to food service standards and maintaining all required documentation for kitchen operations, food preparation, and food storage; being knowledgeable of students' allergies, and maintaining overall cleanliness of the kitchen area.

Job Requirements/Minimum Qualifications

- Must pass a background check.
- Must be Safe-Serve certified before school opens on August 12, 2021.
- CPR and First Aid Certification required or willingness to obtain within 30 days of employment.
- Adhere to safety practices and regulations regarding food preparation/service.
- Implementation of the cycle menu in accordance with policies, procedures, and established practices.
- Previous experience working as Food Service Manager in Day Care/School Environment or other comparable organization preferred.
- Purchase food needed for meals and snacks served on site.
- Prepare, organize, and set-up the food for meals and snacks.
- Prepare food for special school events.
- Maintain a sufficient quantity of supplies at all times (e.g. cleaning supplies, utensils, paper products, etc.).
- Clean and maintain kitchen (e.g. tables, shelves, stove, refrigerator, etc.), food service utensils and equipment.

- Maintain food storage areas and storage of food according to standards mandated by Virginia's Health Department.
- Maintain all required Child Care Food Program paperwork such as monthly menu, inventories, and food purchase receipts.
- Post and maintain all required Child Care Food public notices.
- Train potential substitutes.
- Assist, as needed, with students during breakfast and lunch time.
- Report damaged or non-functioning kitchen equipment to the Academy Director as soon as it is identified.
- Keep all required records up to date.
- Maintain a list of food allergies for students.
- Attend Staff meetings as required or meet one-on-one with the Academy Director, as requested.

How to Apply

To apply for the position, please:

- Complete and download an application from the Mount Hope Christian Academy Website: https://mhcacademyva.org/employment/ and send it along with your resume to:
    - Email: director@mhcacademyva.org
        - Attention: Lynda Jackson
    - USPS: Mount Hope Baptist Church, 6823 Harrison Rd, Fredericksburg, VA 22407
        - Attention: Lynda Jackson
    - Hand Deliver in an envelope: Mount Hope Baptist Church Office, 6823, Harrison Rd, Fredericksburg, VA 22407 (between 9:00am and 5:00pm)
        - Attention: Lynda Jackson