

Food Director/Head Cook

Central MN Christian School

JOB DESCRIPTION

The essential role of the Food Director / Head Cook at Central is to glorify God by supporting the school community in accomplishing its mission of equipping students with a quality, Christ-centered education for a life of service. This role lives out that calling by providing nutritious, safe, and well-prepared meals while fostering a kitchen environment marked by stewardship, excellence, and joyful service. Through daily interactions and leadership, this position contributes to a school culture that reflects Central's core values: Better Together, Building Trust, Being Transformed, and Bridging the Gap.

CORE RESPONSIBILITIES

The core duties of the Food Director / Head Cook center on leading and managing the school's food service program in a way that is safe, efficient, and aligned with school standards. Responsibilities include:

- Plan and prepare menus that meet all federal and state nutritional requirements.
- Oversee daily kitchen operations, including food preparation, serving, and cleanup.
- Order food, commodities, and kitchen supplies; manage inventory, deliveries, and proper storage/rotation of all items.
- Schedule, supervise, and support kitchen staff to ensure smooth and effective operations.
- Ensure compliance with all food safety, sanitation, and regulatory requirements.
- Coordinate food service needs for school events, concessions, and special functions.
- Maintain a clean, organized, and efficient kitchen that reflects a culture of excellence and teamwork.

SKILLS & CHARACTERISTICS

- **Stewardship:** Manages resources, food, and time responsibly and efficiently.
- **Reliability:** Consistent, dependable, and able to manage daily responsibilities with minimal oversight.
- **Teamwork:** Works well with others and contributes to a positive kitchen and school environment.
- **Attention to Detail:** Maintains high standards in food safety, preparation, and cleanliness.
- **Service Mindset:** Approaches the role with humility, care, and a desire to serve students and staff well.

QUALIFICATIONS & REQUIREMENTS

Education & Experience:

- High school diploma or higher
- Demonstrated competency in management and experience in the service industry

Certifications & Training:

- Must take Certified Food Protection Manager certification (required; recertified every 3 years)
- Required hours of Food safety training within 30 days of hire
- 10 hours of continuing education annually

EXPECTED HOURS & BENEFITS

- Typically follows the school calendar and daily schedule, with hours aligned to meal preparation and service needs, as well as occasional special events.
- **Health Insurance:** CMCS pays 100% of employee coverage.
- **HSA:** CMCS contributes \$2,000 per year if participating in health insurance group plan.
- **Life Insurance:** CMCS pays 100% of employee coverage.
- **Long-Term Disability:** CMCS pays 100% of employee coverage.
- **Short-Term Disability:** CMCS pays 100% of employee coverage.
- **403(b) Retirement Plan:** CMCS matches employee contributions up to 3% of qualified compensation.
- **Tuition Remission:** The tuition remission benefit is prorated based on hours, up to 65%.