

School Kitchen Manager

Suitable candidates should send a cover letter and resume to resume@archgh.org. Please add “School Kitchen Manager” in the subject line

The Child Nutrition Department is seeking a School Kitchen Manager, also known as school foodservice manager, to work in a single school. The School Kitchen Manager is involved in routine operations of the school nutrition program including planning, cooking and serving for the students in a participating school. This person reports to the Director of Child Nutrition in the Catholic Schools Office.

General Duties:

- Menu planning
- Procurement & receiving goods/food
- Food production
- Sanitation
- Recordkeeping & reporting
- Preparing and serving meals on school days
- Processing transactions at the point of service with students

Applicant must be a US Citizen and if hired, must undergo a background check and attend a Safe Environment Workshop (1 hour online).

Non-Exempt, Hourly, paid for time worked

Education/Experience:

High School Diploma or G.E.D. Certificate.