



New Hope Christian Academy

Position: Cafeteria Manager

Full-time, 10 months

Position Overview: We are seeking a dedicated and experienced Cafeteria Manager to oversee the daily operations of our school cafeteria and food service programs. As a Christian elementary school, we prioritize creating a nurturing and loving environment where students grow academically, spiritually, and socially. The Cafeteria Manager ensures our students, faculty, and staff receive nutritious meals in a clean and welcoming environment. The position is salaried and has full benefits.

Job Responsibilities:

- Demonstrate a love for God and His children.
- Demonstrate a relentless commitment to the unique mission of NHCA.
- Spiritual Leadership: Incorporate Biblical values into daily operations and interactions, fostering an atmosphere of love, respect, and compassion.
- Menu Planning: Develop and plan nutritious and balanced menus that comply with state and federal regulations—the ability to incorporate farm-fresh foods and activities into the nutrition program.
- Food Preparation: Oversee the preparation and serving of meals, ensuring high-quality and delicious food that meets safety and sanitation standards.
- Ordering and Inventory Management: Manage inventory levels, place orders for food and supplies, and maintain accurate records of purchases.
- Budget Management: Develop and manage the cafeteria budget, ensuring cost-effective operations while maintaining quality.
- Staff Supervision: Recruit, train, and supervise cafeteria staff, fostering a positive and collaborative work environment.
- Compliance: Ensure compliance with all ServSafe protocols, including health and safety regulations, food handling, storage, personal hygiene, time and temperature, cross-contamination, cleaning, and sanitizing.
- Customer Service: Provide excellent customer service to students, faculty, and staff, addressing concerns with care and attention.
- Community Engagement: Collaborate with school administration and parents to promote healthy eating habits and community involvement in cafeteria activities.



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- Continuous Improvement: Evaluate cafeteria operations regularly and implement improvements to enhance efficiency, quality, and customer satisfaction.
- Working knowledge of USDA's National School Lunch Program (NSLP) and School Breakfast Program (SBP), as well as compliance and regulations.
- Administrative Duties include claim submission, record keeping, meal counting, compliance reporting and audits, and processing lunch applications.
- Work closely with the CFOO to develop and implement processes and strategies related to NHCA's food and nutrition program.
- Perform other related duties as required or assigned.

Qualifications and Attributes:

- Professing Christian; has a personal relationship with Jesus Christ and is committed to Christ-centered education.
- A high school diploma or equivalent is required. At least two years of college or certification in food service management, nutrition, or related fields is preferred.
- At least three years of experience in food service management, preferably in a school or institutional setting.
- Strong organizational and leadership skills with the ability to effectively manage a team and multitask in a fast-paced environment.
- Excellent communication and interpersonal skills, committed to providing exceptional customer service.
- Ability to work with diverse stakeholders, including students, parents, faculty, and staff.
- Flexibility and adaptability to accommodate changing needs and priorities in the cafeteria environment.

To apply, please send a resume and cover letter to hr@newhopememphis.org and complete the staff application on the school's website or click the following link: [Staff Application](#)