

KITCHEN MANAGER JOB DESCRIPTION

About Riverside Christian School

Riverside Christian School has a long and proud history of excellence in meeting the educational and spiritual needs of families in the Grand Forks, East Grand Forks, and surrounding areas since 1982.

RCS leads students to pursue their full potential by assisting families in providing a Christ-centered education. Our mission is to inspire students to pursue academic excellence from a biblical worldview.

Purpose:

To organize and supervise the preparation and serving of quality food to students. Responsible for all aspects of food production, operating the program within State and Federal guidelines regarding sanitation, food cost, scheduling guidelines, and eligibility. The Head Cook will assist with the budget for the nutrition program.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All applicants must be a U.S. citizen.

Responsibilities and Expectations

Spiritual

- Agree to the school's statement of faith and seek, in all actions, to glorify God

Primary Responsibilities

- Prepare and serve daily breakfast and lunch for students in a timely and efficient manner.
- Plan and develop nutritious, balanced menus at least one month in advance.
- Manage kitchen inventory, including ordering food, beverages, equipment, and supplies.
- Oversee all food preparation, ensuring appropriate portion sizes and quality standards.
- Maintain compliance with all health, sanitation, and food safety regulations.
- Coordinate commodity ordering and deliveries.
- Keep all kitchen areas—including kitchen, cooler, and freezer—clean, organized, and safe.
- Assist with food preparation and service for special school events as needed.
- Schedule and coordinate maintenance for kitchen equipment.
- Perform duties that may require lifting up to 60 pounds.

Required Knowledge, Skills, and Abilities

- Support and uphold Riverside's statement of faith.
- Ability to work collaboratively in a team environment
- Current Food Manager Certification (or willingness to obtain and maintain).
- Ability to carry out responsibilities with consistency and attention to detail.
- Strong ability to follow both written and verbal instructions.
- Maintain a positive, flexible, and team-oriented attitude.

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Preferred Qualifications

- Previous experience in a school or cafeteria setting.
- Knowledge of safe food handling and preparation practices.
- Experience with large-quantity cooking and food service operations.
- Background in nutrition or menu planning is preferred
- Strong organizational and time-management skills.
- Ability to plan menus that meet nutritional guidelines and student needs.
- Technology skills with MS Office

Position Properties:

- 10 month position; recurring yearly