

# Position: The Academy – Kitchen Manager

**Primary supervisor:** Staffing and Compliance Director

**Job Location:** Arden, NC

**Position Type:** Full-time, Non-exempt



**Summary of Position:** This role functions as the Kitchen Manager, dedicated to preparing and serving healthy, balanced meals for children enrolled at The Academy at Biltmore Church. Responsibilities include planning, cooking, and delivering a light breakfast, lunch, and afternoon snack, followed by thorough clean-up. The Kitchen Manager ensures the kitchen remains organized, operates efficiently, and complies with all health and safety standards.

## Essential Qualities and Qualifications:

- Previous kitchen experience is required.
- Experience in food preparation and kitchen management, preferably in a childcare setting.
- Knowledge of food safety and sanitation regulations.
- Ability to adhere to all sanitation and licensing regulations.
- Strong organizational skills and attention to detail.
- Maintain great communication with parents in regards to special milk, nutrition opt-out and other regulations.
- Ability to work independently and as part of a team.
- Passion for working with children and providing nutritious meals to support their growth and development.
- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership, and theology of Biltmore Church
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Demonstrates initiative with an ability to work effectively apart from close supervision

## Essential Responsibilities:

- **Meal Preparation:**
  - Prepare, cook, and deliver healthy and nutritious meals for children, including a light breakfast, lunch, and an afternoon snack.
- **Inventory Management:**
  - Place regular orders with food suppliers to ensure the kitchen has an adequate supply of food and materials. Maintain inventory records.
- **Kitchen Maintenance:**
  - Maintain cleanliness and organization of the kitchen, including the upkeep of kitchen equipment, utensils, dishes, cookware, and meal supplies.
- **Health & Safety Compliance:**
  - Follow all policies, state regulations, and guidelines from the Department of Health and Sanitation and licensing to ensure the kitchen meets safety standards.
- **Professional Development:**
  - Maintain a personal professional development plan to continue improving skills and to stay current with food safety and nutrition standards.
- **Additional Duties:**
  - Perform other duties as assigned to ensure the smooth operation of the kitchen and meal service.