

**The Christian Academy  
at Ben Hill United Methodist Church**

**Academy Chef**

The Christian Academy at Ben Hill United Methodist Church is seeking an Academy Chef for its early learning educational program.

The Christian Academy is a thriving weekday ministry of Ben Hill United Methodist Church and is located in Southwest Atlanta. There is an enrollment of approximately 91 students ranging from one to five years of age and a teaching and support staff of 20.

The qualified candidate must be an individual who has dedicated his/her life to Christ and has been called into ministry with children. The Academy Chef reports directly to the Director of the Academy.

**PROFESSIONAL RESPONSIBILITIES:**

Under the direction of the Director, the Academy Chef will:

- Oversee the operation of the Academy food program including compliance with all ServSafe and County Department of Health regulations regarding food storage and preparation.
- Plan and prepare nutritious USDA approved meals for all students each day.
- Deliver meals to classes, as appropriate
- Maintain Fulton County Department of Health inspection score of 95 or above.
- Prepare meals for students when they participate in field trips.
- Prepare dishes for Academy receptions and other special programs.
- Wash items used for food preparation.
- Maintain a safe and sanitary kitchen, pantry and storage area at all times.
- Provide weekly food orders timely each week.
- Assist the Director in managing food costs.
- Maintain an accurate record of daily menus.
- Maintain an accurate record of all food products and paper products.
- Ensure all kitchen checklists and inspections are maintained as scheduled (daily, weekly, monthly, quarterly and annually).
- Accompany students on field trips, as required
- Perform other professional duties as designated by the Director.

**REQUIREMENTS**

- Ability to lift at least 50 pounds
- Ability to stand and ambulate to prepare and serve meals
- Culinary Arts certification preferred; High School diploma or GED equivalent required.
- Prior experience working in a school kitchen highly desirable but not required
- Hold current ServSafe certification

- Knowledge of USDA meal planning guidelines
- Satisfactory criminal background check (fingerprinting)
- Ability to establish priorities; work cooperatively with others and independently with limited direct supervision; simultaneously managing multiple tasks; and deliver a quality work product by a designated deadline
- Caring and nurturing attitude towards children

**SALARY**

This is an hourly position. The work hours are Monday-Friday from 6:00 a.m.-3:00 p.m. Two 30- minute breaks are included during the work day. A competitive salary between \$12.00 per hour and \$14.00 per hour is offered commensurate with education and experience. Benefits available.

**APPLICATION SUBMISSION PROCEDURES**

Interested persons should submit a cover letter and resume to Dr. Reaneé Ivey Ellis, Academy Director, at [rellis@benhillumc.org](mailto:rellis@benhillumc.org).