



# TREASURE VALLEY

## CLASSICAL ACADEMY

**Job Title:** Kitchen Manager

**Location:** Treasure Valley Classical Academy, Fruitland, Idaho

**Classification:** Full Time, Hourly (Non-Exempt)

**Salary:** Based on experience and qualifications

**Start Date:** Immediate opening

### About TVCA

Treasure Valley Classical Academy (TVCA) is a public charter school serving Idaho families primarily in the Payette County area. The school will serve students in grades K-12 for the 2025-2026 school year. The mission of TVCA is to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

### Position Overview

TVCA is seeking a qualified and organized Kitchen Manager to oversee food service operations at our main kitchen location and coordinate the preparation and delivery of vended meals to two satellite campuses.

This is a mission-aligned role for a dedicated professional who values healthy meals as a key part of student success and well-being.

### Key Responsibilities

#### Meal Planning & Preparation

- Plan menus and meals that meet USDA nutritional requirements and NSLP guidelines.
- Oversee daily preparation and service of lunch at the main school site.
- Prepare and package meals for safe transport to two satellite campuses, maintaining food quality and temperature.

#### Coordination

- Communicate with on-site staff at satellite campuses to ensure proper service, documentation, and handling of meals.
- Troubleshoot delivery or service issues as they arise.

#### Compliance & Recordkeeping

- Maintain thorough records for production, meal counts, deliveries, food safety, and inventory, and other related records.
- Ensure compliance with USDA, NSLP, state, and local food service regulations.
- Assist with preparation for audits and reviews.

#### Kitchen Management

- Lead, supervise, and train food service staff at the main school site.
- Order and manage inventory of food and kitchen supplies, minimizing waste and controlling costs.

***A Classical Education for Modern Times***

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### Health & Safety

- Implement and monitor HACCP-based food safety procedures.
- Maintain a clean, safe, and sanitary work environment.
- Enforce proper food handling, storage, and sanitation procedures.

### Communication & Teamwork

- Perform all work duties and activities in accordance with TVCA policies and procedures.
- Perform other duties as assigned.

### Qualifications

#### Required

- High School Diploma or GED
- Valid Idaho Driver's License
- Food Safety Manager Certification (e.g., ServSafe) or ability to obtain upon hire.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Ability to lift up to 35 pounds and work in a physically active kitchen environment.

#### Preferred

- Previous experience in food service management, preferably in a K-12 school.
- Understanding of USDA and NSLP meal pattern and documentation requirements.
- Supervisory or team leadership experience.
- Experience coordinating multi-site operations.

### Application Process

Interested candidates should submit a resume, cover letter, and at least two professional references to Mr. Mike Ellis at [mellis@tvacademy.org](mailto:mellis@tvacademy.org).

*Treasure Valley Classical Academy is an equal opportunity employer. The school hires without consideration to race, religion, creed, color, national origin, age, sex, marital status, veteran status, or disability.*

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