



VALOR  
CLASSICAL ACADEMY

VIRTUS • SCIENTIA • FELICITAS

## Kitchen Manager

### Position Overview:

At Valor Classical Academy, we believe that the habits of the mind and heart are shaped both in the classroom and throughout the school day—including in the lunchroom. We are launching a school food program that reflects our values and supports the health and joy of our students.

We are seeking a mission-aligned Kitchen Manager to lead the development and daily operation of our school meal program, which will participate in the federal National School Lunch Program (NSLP). This individual will be responsible for preparing nutritious, appealing meals that children enjoy, and also for ensuring full compliance with federal guidelines and maintaining accurate program data and reporting.

This is a leadership role for someone excited to build a meaningful and sustainable food program in a growing school community.

Valor Classical Academy offers an excellent professional culture and regionally competitive salaries. The Kitchen Manager position offers a salary range of \$35,000-\$40,000 annually, along with ample vacation throughout the year, including holidays, school vacations, and during the summer. We cover a portion of the cost of health, dental, and vision benefits for the employee. This position will also participate in the Public Employee Retirement System of Idaho (PERSI).

### Key Responsibilities:

- Oversee daily kitchen operations, including ordering, inventory, food safety, and meal preparation.
- Strategically purchase food and supplies to meet nutritional and programmatic goals while staying within budget.
- Maintain a clean, organized, and compliant kitchen environment at all times.
- Train and manage additional kitchen staff and volunteers as needed.
- Plan and prepare nutritious, appealing meals that meet federal NSLP requirements.
- Ensure full compliance with all federal, state, and local food service regulations, including NSLP guidelines.

- Maintain accurate records for reporting, claims, and audits related to the school lunch program.
- Track and manage program data, including meal counts, student eligibility, and reimbursement claims.
- Build strong relationships with students, staff, and families to encourage program participation and gather feedback.
- Support and uphold the mission and values of Valor Classical Academy by modeling character and excellence in all areas of work.
- Additional duties as assigned.

Qualifications:

- Experience in food service, kitchen management, or culinary operations (school, non-profit, or child-focused food service preferred).
- Familiarity with the National School Lunch Program (NSLP) or similar federally funded food service programs strongly preferred.
- Experience with compliance tracking, data management, and reporting for food programs.
- Strong cooking skills with a passion for making food both healthy and appealing to children.
- Excellent organizational, record-keeping, and budget management abilities.
- Strong leadership, communication, and collaboration skills.
- Entrepreneurial mindset with a track record of creative problem-solving.
- Willing to complete all required state and federal food service training.

Interested candidates should email Mrs. Amber Orozco directly with questions or application materials at [aorozco@acs-id.org](mailto:aorozco@acs-id.org). Applications should contain a cover letter, resume, and three references.

All offers of employment are contingent upon completion of a thorough background and reference check.