



PALMETTO CHRISTIAN ACADEMY

Job Title: Part-Time Food Services Assistant

Status: Part-time position for the 2025-26 school year (Jan-May)

Hours Needed: 8:00am-3:00pm on Monday, Wednesday, Thursday

Prepared by/Date: JD Zubia / January 2026

Position Summary:

Palmetto Christian Academy is seeking a part-time Food Services Assistant for the 2nd semester of the 2025-26 school year (January through May of 2026). The preferred candidate will have previous experience dealing with the public in a customer service role and/or have established relationships with PCA parents.

The Food Services Assistant's primary responsibilities will be as follows:

- Ensuring that all meals are correctly prepared and are within acceptable time limits; verifying that all meals meet quality standards
- Managing the receiving, storing and inventory control of all perishable and non-perishable products following specific procedures and standards
- Maintaining a clean, healthy, and safe kitchen environment
- Following standardized recipes, writing menus, and monitoring product costs
- Willing to work with kitchen staff in preparing daily salads, meals, and desserts
- Willing to work with kitchen staff to perform end of the day cleaning of the kitchen

The Food Services Assistant will possess the following essential skills and attributes:

- Problem-solving skills combined with the ability to work with limited supervision
- A servant heart with the ability to meet all PCA staff members, students, and parents with a gracious and positive attitude to support the larger mission of PCA
- Excellent communication skills in person, on the telephone, and via email with PCA staff, parents and students
- Spiritual and emotional maturity
- Supportive of and committed to Christian education and the values and goals of PCA

Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ.

If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions to Jenn Howard, Executive Assistant to the Admin Team, at jhoward@palmettochristianacademy.org

Organizational Status:

This position reports to the Food Services Manager.