

POSITION TITLE

CAFETERIA MANAGER

APPLICATION DEADLINE:
AUGUST 28, 2026

aisa
American International School of Abuja

www.aisabuja.org



MISSION

CHALLENGE, COLLABORATE, EMPOWER: INSPIRING GLOBAL CITIZENS TO BE LIFELONG LEARNERS.

VISION

THE AISA VISION IS TO BE A WORLD-CLASS INTERNATIONAL SCHOOL THAT DEVELOPS STUDENTS' SKILLS, KNOWLEDGE AND CHARACTER TO ENABLE THEM TO ACHIEVE THEIR FULL POTENTIAL AND PURSUE THEIR DREAMS.

CORE VALUES

- ALL PEOPLE HAVE EQUAL AND INHERENT WORTH AND DIGNITY.
- COLLABORATION AND CONSENSUS- BUILDING CONTRIBUTE TO AN EFFECTIVE COMMUNITY.
- EMBRACING DIVERSITY STRENGTHENS INDIVIDUALS AND UNIFIES OUR COMMUNITY.
- CONTINUOUS GROWTH AND PERSEVERANCE ARE FUNDAMENTAL IN PURSUING ONE'S GOALS.
- INTENTIONALLY BUILDING TRUST FACILITATES DEPENDABLE RELATIONSHIPS.

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AISA AT A GLANCE

FAST FACTS



1993

Founded



400+ students

Enrollment



40+

Nationalities Represented



180+

Faculty & Staff



11:1

Teacher-to-student ratio



Pre-K - Grade 12

Grade Levels

ACCREDITATION AND MEMBERSHIP

MIDDLE STATES ASSOCIATION

AISA Association of International Schools in Africa

INTERNATIONAL ACAC INTERNATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

AP CollegeBoard Advanced Placement Program

SCHOOL TYPE	FACULTY	BOARD MEMBERS	STUDENT AGE RANGE
Independent, non-profit	44 (11 nationalities)	7	3–18















"One Mission, Many Shades of **Smiles**."

www.**aisabuja**.org



ABOUT US

T**he American International School of Abuja (AISA)** is a private, nonprofit, English-medium of instruction, coeducational, college preparatory day school offering programs from preschool (age 3) through grade 12. **Located in Nigeria's capital, AISA was founded in 1993** and serves diplomatic, expatriate, and local families. The school year consists of two semesters, spanning from August to June. **AISA has 182 instructional days.**

AISA is a US Department of State Overseas School and offers a broad and balanced American-style education. The curriculum is aligned to the AERO Common Core Standards in core subjects and prepares students for higher education in North America, the UK, Europe, Australia, and English-speaking settings. AISA offers a variety of electives, including Art, Music, Theater, PE, Design, and World Languages, particularly French and Spanish. English as an additional language (EAL) and learning support services are available.

AISA offers after-school activities including Model United Nations (MUN), National Honors Society (NHS), Student Council, Community Service options, and interest-based clubs. In athletics, AISA competes in the West African International School Activities League (WAISAL) in basketball, soccer, swimming, volleyball, robotics, mathematics competitions, and band.
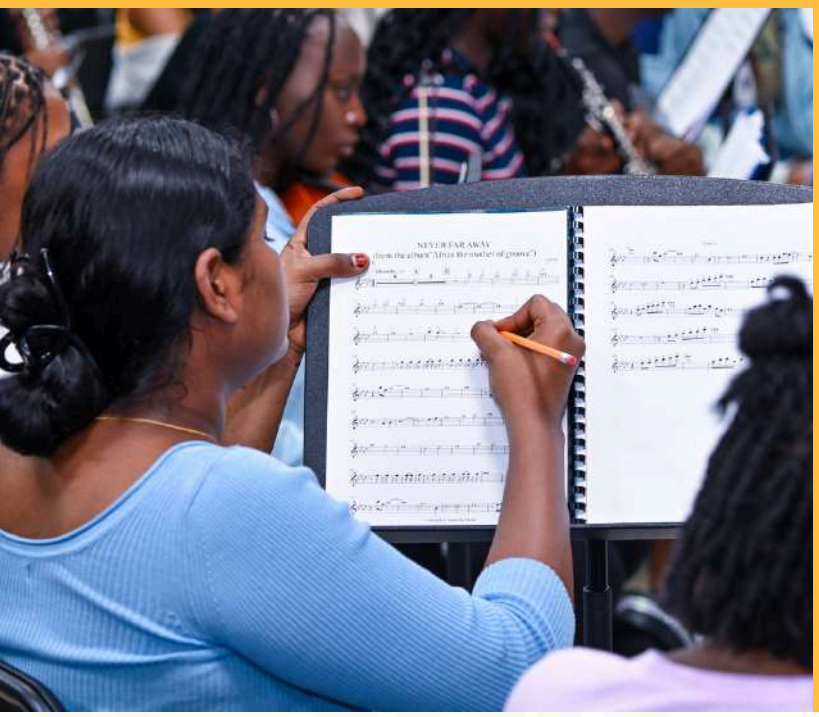
For more than three decades, AISA has provided a holistic, world-class education that combines academic excellence, creativity, and character development.

AISA is known for its welcoming community, diverse student body, and dedicated faculty. AISA empowers students to become independent thinkers, lifelong learners, and compassionate leaders who are prepared for success in universities around the world.











CURRICULUM & ACADEMICS

AISA follows an American-based curriculum enriched with international perspectives. The program emphasizes inquiry, problem-solving, creativity, and collaboration.

- **Preschool & Elementary:** Focus on literacy, numeracy, creativity, and inquiry-based learning.
- **Middle School:** A balanced program blending core academics, arts, technology, and exploratory courses.
- **High School:** A rigorous college-preparatory curriculum with Advanced Placement (AP) options and individualized university counseling.

CAMPUS, FACILITIES & ENVIRONMENT

The American International School of Abuja is a state-of-the-art, secure, single campus designed to inspire learning and creativity. Students benefit from multiple science labs, a vibrant library and media center stocked with books, e-books, and magazines, and dedicated performing and visual arts spaces for music, drama, and art.

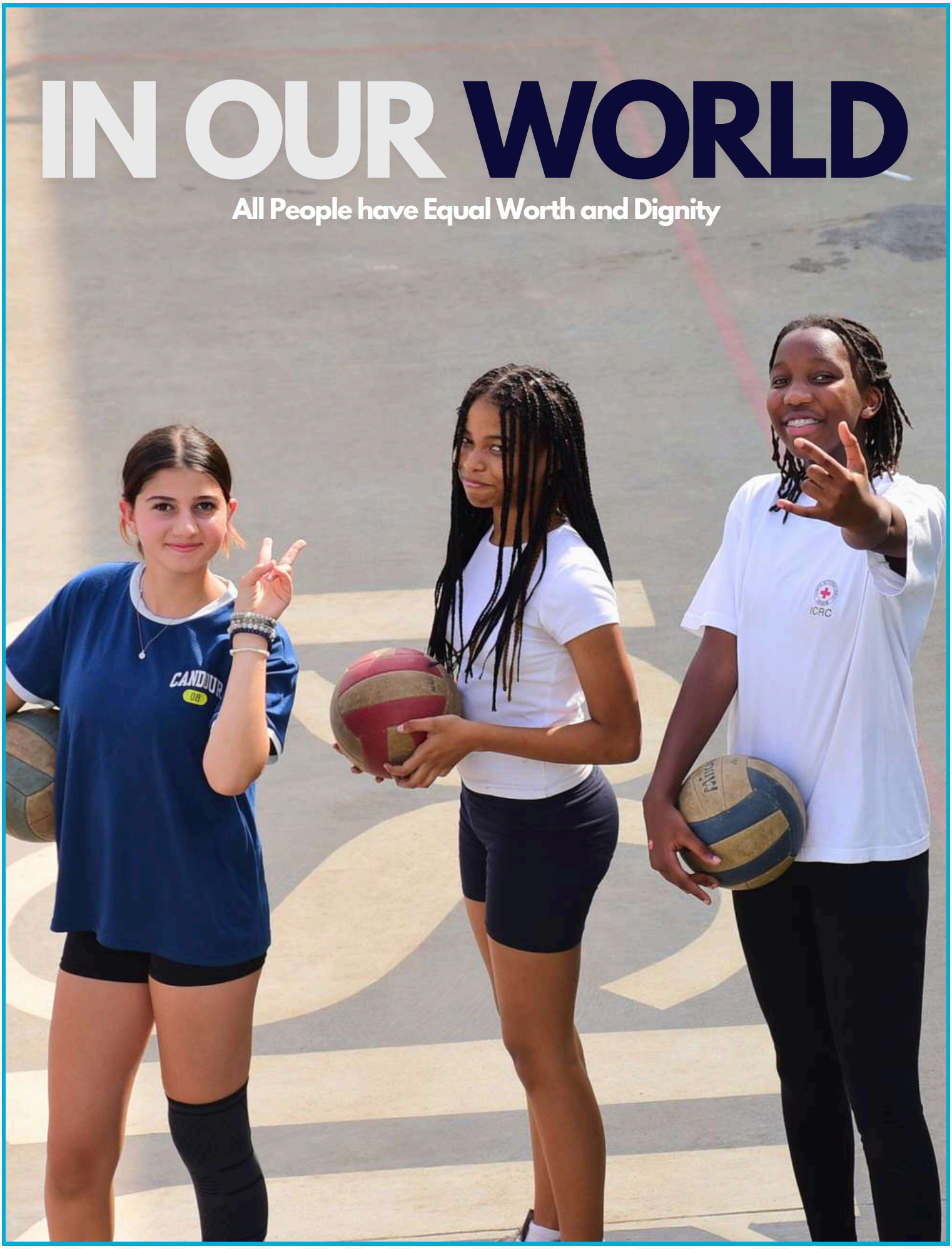
Outdoor facilities include playgrounds, green spaces, a community garden, sports courts, a multipurpose hall, a swimming pool, a bunny area, and a mini golf course, creating endless opportunities for recreation, exploration, and hands-on learning in a safe and welcoming environment.





IN OUR WORLD

All People have Equal Worth and Dignity



THE STUDENT BODY

AISA welcomes a vibrant, international community representing more than 40 nationalities from Early Childhood through Grade 12. Nigerian students comprise a significant portion of our enrollment, with the remainder coming from across Africa, Europe, Asia, and the Americas. Small class sizes—typically 18 to 22 students—ensure personalized attention and strong teacher–student connections.

FACULTY

Our faculty is composed of highly qualified international and local educators from the United States, Canada, Europe, Africa, and beyond. They bring a rich diversity of perspectives and a shared commitment to student success. Ongoing professional development is a cornerstone of AISA's culture, keeping teachers at the forefront of global education practices.

COMMUNITY & PARENT INVOLVEMENT

The AISA community is strengthened by active parent partnerships and a welcoming spirit. The energetic Parent Teacher Association (PTA) fosters close ties among families, staff, and students, hosting signature events such as International Day, Nigeria Day, Food & Fun Fairs, talent shows, and community service projects. These gatherings celebrate diversity and create meaningful opportunities for families to engage with school life.

STUDENT VOICE

Leadership and student agency thrive across all divisions through Student Councils (StuCo):

- Elementary StuCo – introduces young learners to leadership and service.
- Middle School StuCo – empowers students to plan activities, represent peers, and promote school spirit.
- High School StuCo – leads major events, advocates for student interests, and models civic responsibility.

From grade-level representatives to school-wide initiatives, these councils ensure that student perspectives help shape the AISA experience.



CONTACT **INFORMATION**

SCHOOL ADDRESS:
Plot 346 Cadastral Zone B02, Durumi District, Abuja,
FCT - 900104

SCHOOL CODES:
CEEB: 630540
UCAS: 45704

admission@aisabuja.com
+234 703 215 3798
www.aisabuja.org

BEYOND THE CLASSROOM

BEYOND THE CLASSROOM

Athletics: Soccer, basketball, swimming, track & field, volleyball, and more (through WAISAL competitions).
Arts: Drama productions, visual arts exhibitions, choir, and music programs.
Clubs & Activities: Student Council, Model United Nations (MUN), Robotics, Media Club, and Service Learning.
Community Service: Students participate in outreach initiatives and sustainability projects that foster empathy and leadership.
























PLEASE
ENERGY
SPACE




THE BODY

LIVING IN ABUJA, **NIGERIA**

Moving to Abuja offers families a unique opportunity to experience West Africa's vibrant culture while enjoying the comforts of a modern, planned city. With English as the official language, a thriving expatriate community, and a rich mix of traditions, music, and cuisine, Nigeria provides an exciting backdrop for AISA families.

POPULATION

Africa's most populous country – 220+ million people

OFFICIAL LANGUAGE

English is official, alongside 500+ local languages (Hausa, Yoruba, Igbo, etc.)

ABUJA, THE CAPITAL CITY

Abuja is a planned capital with green spaces, international community, and modern amenities.

CULTURE

Renowned for Afrobeats music, world-class literature, and colorful fashion.

CLIMATE

Tropical with **Rainy (Apr–Oct)** and **Dry (Nov–Mar)** seasons; Abuja is cooler and less humid than coastal cities.

ECONOMY

One of Africa's largest—rich in oil, agriculture, and a fast-growing tech sector.

TRAVEL & LIFESTYLE

Direct international flights; shopping, global cuisine, festivals, hiking spots like Aso Rock and Millennium Park.

RELIGION

Largely **Christian** and **Muslim**, with traditional beliefs also practiced; religious tolerance and diversity are part of daily life.



WELCOME TO **NIGERIA**

POSITION: CAFETERIA MANAGER
REPORTS TO: BUSINESS MANAGER
Application Deadline: August 28, 2026

Position Summary:

The School Cafeteria Manager oversees the culinary daily operations of the school cafeteria, ensuring the preparation and serving of high quality nutritious, appealing meals while maintaining compliance with federal, state, and local regulations. This role combines hands-on cooking expertise with managerial responsibilities including supervision, menu planning, inventory, budgets, and ensuring a clean and safe environment that promotes student health and satisfaction.

Key Responsibilities:

1. **Operational Management:**
   - Plan and manage the daily meal service, including menu preparation in alignment with nutritional guidelines.
   - Ensure efficient workflow in meal preparation and serving, optimizing time and resources.
   - Prepare and cook meals, ensuring high standards of quality, taste, and presentation.
   - Manage equipment maintenance and inventory, ensuring functionality and availability.
2. **Menu Planning & Nutritional Compliance:**
   - Develop menus that meet nutritional standards and dietary requirements.
   - Coordinate with nutritionists or dietary consultants when needed.
   - Incorporate seasonal or budget-friendly ingredients into meal planning.
   - Plan and implement banquet and catering functions when requested.
3. **Staff Supervision:**
   - Train, supervise, and schedule cafeteria staff, ensuring adequate coverage and efficiency.
   - Monitor staff performance and provide regular feedback and professional development opportunities.
   - Promote teamwork and a positive work environment.
4. **Health and Safety Compliance:**
   - Ensure compliance with food safety, sanitation, and health regulations.
   - Conduct routine inspections of kitchen equipment and facilities, ensuring cleanliness and maintenance.
   - Implement safety protocols to protect staff and students.
5. **Inventory and Budget Management:**
   - Monitor inventory levels and place timely orders to prevent shortages.
   - Manage the cafeteria budget, including controlling costs and minimizing waste.
   - Maintain accurate records of food purchases, expenditures, and sales.

6. **Administrative Duties:**
    - Prepare and submit required reports to school administrators and regulatory agencies.
    - Oversee the collection and recording of payments, ensuring proper accounting practices.
    - Coordinate with vendors/suppliers, school staff, and local authorities to ensure smooth operations.

Required Skills and Qualifications:

- Proven experience in food service management, with leadership experience preferred.
- Strong knowledge and practice of food preparation, nutrition, and health/hygiene regulations.
- Excellent organizational and multitasking abilities.
- Proficiency in inventory and budgeting.
- Effective communication and interpersonal skills for team management and customer interaction.
- Certification in food safety and sanitation.
- High technology skills.

Preferred Qualifications:

- Degree or equivalent in Culinary arts, Food and nutrition, or a related field
- Certifications in food service management or nutrition preferred.
- Experience working in school cafeterias, corporate dining, or institutional food service.
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Physical Requirements:

- Ability to stand for extended periods, lift heavy items, and work in a fast-paced environment.
- Capacity to handle hot equipment, sharp tools, and varying temperature conditions.

Interested and qualified candidates should send their cover letter and detailed resume to humanresources@aisabuja.com on or before Friday, August 28, 2026.

