

School Nutrition Manager, Part-Time

Tapestry Public Charter School, Atlanta GA

The mission of **Tapestry Public Charter School** is to offer an inclusive, individualized learning environment that is academically engaging for both neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Tapestry Public Charter School seeks an individual with a passion for ensuring students have access to a good, quality lunch program, and the motivation to further grow our School Nutrition Program. Tapestry serves approximately 300 students from 6th through 12th grade.

- Work Schedule: **Part-time, hourly employee** with an additional 14 days during July and June to complete needed training during year 1.
 - Hours: 8:00am to 1:30pm, appx 180 days per school year.
 - Reports to: Principal
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Job Summary

Plan, organize, manage vendors, and direct the food service operations. Must have a knowledge of principles and methods of quantity food service programs for Middle and High Schools using USDA and GaDOE guidelines and policies. Assure compliance of health, sanitation and safety practices for handling, cooking/baking, and serving food. Possess good communication skills.

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Communicate effectively and professionally with all Tapestry families, students, staff, vendors and any parties involved with the School Nutrition Program.
- Manage the continued development and growth of Tapestry's School Nutrition Program
- Complete all required School Nutrition Manager training including but not limited to monthly Managers' Meetings, Manager-in-training classes, Training-in-Depth courses, 10 hours annual mandatory refresher training, and the required GaDOE 150 hours of training for new School Nutrition Managers, and participate in other GaDOE School Nutrition Meetings.
- Promote the School's Nutrition Program throughout Tapestry's community and create an atmosphere which results in students and staff wanting to participate in school lunch.
- Work with appropriate personnel/parties to establish and maintain the USDA required Wellness Policy and ensure the administration and staff are informed about the policy and requirements involved.

- Ensure all guidelines and requirements are met for the Free and Reduced Lunch Application process.
- Manage daily food service operations to ensure compliance with planned menus and for all USDA regulations regarding the National School Lunch Program.
- Monitor food quality and communicate with food/lunch vendors to ensure safe, appetizing, quality and nutritious school lunches are being served that comply with all USDA School Lunch Program guidelines.
- Oversee the implementation and compliance of all local food service rules and regulations, and maintain an environment that ensures local permits are current and renewed.
- Maintains high standards in kitchen/cafeteria area via the implementation of all HACCP procedures including employee cleanliness and food handling, receiving, storage, and preparation and cooling (if applicable).
- Ensure a safe, clean and sanitary working environment that complies with standard practices recognized by the DeKalb County Board of Health and using ServSafe as a guide to ensure compliance.
- Maintain appropriate inventory levels and project/order supplies when needed.
- Ensure budgetary requirements are being met, and provide annual budget information to the principal.
- Maintain 2 food server subs and ensure they are properly trained on safety and the proper handling of food.
- Accurately prepare and process daily, weekly, monthly and annual reports/documents related to meal production, reconciliation reports, monetary summaries, claims/counting, etc.
- Maintain the current, or set up a new, Point of Sale system for school lunch purchases and invoicing. This includes maintaining records, uploading menus/nutritional data and ensuring all information in the system is correct.

Minimum Qualifications:

- High School diploma or GED required
- 3 years of experience in a school or other type of food service industry
- Have current, and renew when needed, ServSafe Manager Certification

Knowledge/Skills/Abilities:

- Ability to work and move forward with projects without daily direct supervision
- Skilled in time management and productivity
- Organized with the ability to perform multiple tasks with efficiency
- Demonstrate the ability to communicate effectively (oral and written skills) with students, parents, colleagues, administrators, and vendors.
- Knowledge of meal management and production
- Knowledge of food safety and sanitation
- Understanding of Google Suites and some Microsoft Office applications.
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

Physical Demands:

- Physical activity requires lifting, bending, stooping.
- May have to lift up to 30 pounds
- Standing for extended periods of time

Benefits (for full time staff only):

- Access to Georgia's Teacher Retirement System
 - Benefits subsidy paid towards first \$400.00 of school offered health benefit plans
 - Health, Dental, Vision, Life, and other
 - Flexible Spending Account
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To apply for this position, interested candidates should send (1) a cover letter summarizing interest, skills, and qualifications; (2) a resume or curriculum vitae; (3) the names, addresses, email addresses, and telephone numbers of at least three professional references; and (4) a philosophy of education statement to Matthew Tyson, Principal, at jobs@tapestrycharter.org. **Applications without all four requirements will be considered incomplete.**

Application Deadline: Open until filled.

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds.

Before hire, applicants must satisfy a background investigation including a criminal background check.