

School Nutrition Manager, Part-Time

Tapestry Public Charter School - Clayton County

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 high-quality school lunch program and the motivation to further grow and strengthen our School Nutrition Program.

Tapestry serves approximately 300 students in grades 6–12.

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- Work Schedule: Part-time, hourly; approximately 180 school days plus an additional 14 days in June/July in Year 1 for required training.
 - 8:00 a.m. – 1:30 p.m. (approximately 5.5 hours per day)
 - Reports to: Principal
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Job Summary

The School Nutrition Manager plans, organizes, and oversees the daily food service operations at Tapestry's Clayton campus. This role includes vendor management, menu and program oversight, compliance with USDA and GaDOE regulations, and implementation of all required health, safety, and sanitation practices. The School Nutrition Manager ensures that students receive safe, nutritious, and appealing meals and helps promote participation in the National School Lunch Program.

Essential Functions:

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

- Supports the mission, vision, and values of Tapestry Public Charter School.
- Communicates effectively and professionally with students, families, staff, vendors, and all stakeholders involved with the School Nutrition Program.
- Manages the continued development and growth of Tapestry's School Nutrition Program in alignment with USDA and GaDOE guidelines.
- Completes all required School Nutrition Manager training, including:
 - Monthly managers' meetings;
 - Manager-in-Training classes;
 - Training-in-Depth courses;
 - At least 10 hours of annual refresher training;

- Required GaDOE 150 hours of training for new School Nutrition Managers;
- Other GaDOE School Nutrition meetings and trainings, as assigned.
- Promotes the School Nutrition Program within the Tapestry community and fosters an atmosphere that encourages students and staff to participate in school meals.
- Works with appropriate personnel to establish, maintain, and support the USDA-required Wellness Policy and ensures that administration and staff are informed about related requirements.
- Ensures all guidelines and requirements are met for the Free and Reduced-Price Meal application process.
- Manages daily food service operations to ensure compliance with planned menus, USDA regulations, and National School Lunch Program requirements.
- Monitors food quality and collaborates with vendors to ensure safe, appetizing, high-quality, and nutritious meals that meet USDA standards.
- Oversees implementation and compliance with all local food service rules and regulations, including ensuring permits are current and renewed.
- Maintains high standards in the kitchen/cafeteria through consistent implementation of HACCP procedures, including employee cleanliness, food handling, receiving, storage, preparation, and cooling (if applicable).
- Ensures a safe, clean, and sanitary working environment that complies with standards recognized by the DeKalb County Board of Health, using ServSafe principles as a guide.
- Maintains appropriate inventory levels, monitors usage, and orders food and supplies as needed.
- Monitors program finances to ensure budgetary requirements are being met and provides annual budget information to the Principal.
- Maintains and trains at least two food server substitutes, ensuring they are properly trained in safety and proper food handling procedures.
- Accurately prepares and processes daily, weekly, monthly, and annual reports/documents related to meal counts, production records, reconciliation, claims, and monetary summaries.
- Maintains the current, or establishes a new, point-of-sale (POS) system for school meal purchases and invoicing, including maintaining records, uploading menus and nutritional data, and ensuring data accuracy.

Essential Qualifications:

- High school diploma or GED required.
- Minimum of three (3) years of experience in a school nutrition program or other food service environment.
- Current ServSafe Manager Certification (or ability to obtain and maintain certification within a specified timeframe)

Knowledge/Skills/Abilities:

- Ability to work independently and move projects forward without daily direct supervision.
- Strong time-management and productivity skills.
- Strong organizational skills with the ability to manage multiple tasks efficiently and meet deadlines.

- Effective oral and written communication skills with students, families, colleagues, administrators, and vendors.
- Knowledge of meal management, production planning, and portion control.
- Knowledge of food safety, sanitation practices, and HACCP implementation.
- Ability to use Google Workspace (Google Sheets, Docs, Gmail, etc.) and basic Microsoft Office applications.
- Ability to be regularly, predictably, and reliably present at work during scheduled hours.
- Ability to perform routine physical activities required to fulfill job responsibilities.

Physical Demands:

- Physical activity including lifting, bending, and stooping.
- May be required to lift up to 30 pounds.
- Standing for extended periods of time in a kitchen/cafeteria environment

Compensation & Benefits:

This position is part-time; final benefits eligibility is determined by hours worked, FTE status, and applicable plan rules.

- Compensation is hourly and commensurate with experience, training, and responsibilities associated with the School Nutrition Manager role.
- Participation in the Teachers Retirement System of Georgia (TRS), if eligible.
- Eligibility for employer-paid subsidy toward school-sponsored health benefit plans, if position meets benefits-eligibility criteria.
- Access to health, dental, vision, life, and other voluntary benefits, if benefits-eligible.
- Flexible Spending Account (FSA) options, if available and eligible.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at jobs@tapestrycharter.org. Applications that do not include all required components may be considered incomplete.

Application Deadline: Open until filled.

Equal Employment Opportunity and Background Check

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.