

## **School Nutrition Server, 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 lunch program and the motivation to support the continued growth of our School Nutrition Program.

Tapestry serves approximately 300 students in grades 6–12.

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- Work Schedule: Part-time, hourly employee (approximately 180 school days per year)
  - Hours: 11:00 a.m. – 1:00 p.m. (2 hours per day)
  - Reports to: Principal (with day-to-day direction from the School Nutrition Manager)
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### **Job Summary**

The School Nutrition Server assists the School Nutrition Manager with food service and cleanup in the cafeteria. This position supports the safe handling, serving, and presentation of meals and ensures that all health, sanitation, and safety practices are followed in accordance with local and state guidelines.

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### **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, staff, families, vendors, and others involved with the School Nutrition Program.
- Assists with the setup, serving, and cleanup of school meals in the cafeteria.
- Completes all required food safety training as directed by the School Nutrition Manager and/or school leadership.
- Follows all local food service rules and regulations and supports maintaining an environment that meets requirements for local permits and inspections.
- Implements and follows HACCP procedures, including personal cleanliness; proper food handling, receiving, storage, and preparation; and cooling procedures (if applicable).
- Ensures a safe, clean, and sanitary working environment in accordance with standards recognized by the DeKalb County Board of Health and principles of ServSafe.

- Assists with basic inventory tasks such as stocking, organizing, and rotating food and supplies as requested.
- Uses proper lifting and carrying techniques and follows safety procedures when handling equipment and supplies.
- Maintains prompt, reliable attendance during scheduled work hours.

**Essential Qualifications:**

- High School diploma or GED required

**Knowledge/Skills/Abilities:**

- Ability to communicate effectively and respectfully with students, staff, administrators, families, and vendors.
- Basic knowledge of food safety and sanitation practices (or willingness to learn and follow required procedures).
- Ability to be regularly, predictably, and reliably present at work during scheduled hours.
- Ability to perform routine physical activities required for food service work, including lifting, carrying, bending, and standing

**Physical Demands:**

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

**Salary and Benefits:**

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

- Salary: In accordance with the Tapestry Public Charter School classified/custodial pay schedule, commensurate with experience.
- 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](mailto: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.