

## **School Nutrition Assistant**

### **School Overview**

Over Drew Charter School's twenty-year history, the school has grown to serve grades PreK-12 with nearly 1,900 students in a "cradle-to-college" pipeline, including two onsite early learning partners. Drew implements a rigorous and supportive educational continuum, which includes tailored Response to Intervention (RTI) support, a rigorous STEAM/Project-Based Learning (PBL) instructional model, and a robust College and Career Readiness program. Every element has been thoughtfully designed to ensure all students succeed and to eliminate opportunity gaps and inequities in educational outcomes for our diverse population of students. More than just a school, Drew is at the heart of a community-wide commitment to launching all students on a pathway to health, impact, and prosperity.

### **Drew Board of Directors Commitment to Equity Statement**

As part of our steadfast efforts to ensure equitable outcomes for ALL Drew Charter School students, we, the Board of Directors, individually and collectively, make an explicit commitment to identify, acknowledge, and dismantle policies and practices that reinforce systemic racism, and to educate and equip ALL of our students with the ability and opportunity to be leaders in the continuous work of creating a true, beloved community.

### **Position Description**

The School Nutrition Assistant is to assist in maintaining the entire School Nutrition Program operation in an efficient and effective manner, including recordkeeping, supervision of employees and performing skilled work in the management and operation of the School Nutrition Department. **This position reports to the School Nutrition Culinary Coordinator.**

### **Performance Responsibilities**

- Perform cooking, preparation, and/or cashiering duties.
- Use basic mathematics in handling student and adult accounts and maintain related records.
- Understand Federal, State, and local school nutrition program regulations.
- Demonstrate knowledge of meal pattern requirements for a reimbursable meal.
- Perform duties assigned by the Coordinator, including but not limited to working in extreme temperatures, standing for extended periods of time, lifting twenty-five pounds without assistance, and operating commercial Dining Services equipment, such as convection ovens, fryers, vertical cutter/mixers, and planetary mixers.
- Responsible for the preparation and serving of the food, as assigned by the manager, following proper meal standards, written standardized recipes and instructions and portion control methods.
- Responsible for cleaning serving lines, workstations, service areas, storage areas, kitchen floors, kitchen equipment and tools, washing dishes and utensils and emptying refuse in the kitchen as assigned by the manager. Cleaning materials may include but not limited to: various household and industrial chemicals such as chlorine bleach, grease cutter and oven cleaners.
- Assist with necessary School Nutrition operations during times of emergency.
- Assume increased responsibilities of department when assigned by manager, to include directing work of others, opening and closing kitchen and assisting manager with daily close out.
- Assist with catering events (food preparation, setup, service, and cleanup) which may be outside of normal work hours.
- Deal courteously with the public. Maintain an effective working relationship with managers and other employees.
- Provide outstanding customer service to all internal and external customers.
- Maintain high standards of work habits, sanitation, and safety.
- Maintain records and reports as required by Coordinator.
- Understand, follow, and give oral and written directions.
- Deliver food products, by small cargo vehicles, to remote sites, including but not limited to the loading and unloading of the vehicle, the serving and cleanup of prepared items, and the return of any meal counts, cash collected, leftovers, and soiled items, when such duties are required for the position and as directed by the Coordinator or Chief Operating Officer.
- Perform other duties/tasks consistent with the goals and objectives of this position.
- Acts in a leadership role in the absence of the School Nutrition Culinary Coordinator.
- Perform other duties as assigned by the School Nutrition Culinary Coordinator or Chief Operating Officer.

### **Education Qualifications**

- High School Diploma or the equivalent

### **Experience**

- Two (2) years experience in School Nutrition, preferred.

**Knowledge, Skills, and Abilities**

- Knowledge of basic food service concepts, school nutrition foodservice concepts.
- Knowledge of computer, cash register, and/or food processing machinery as related to specific job functions.
- Ability to be flexible and handle a variety of tasks.
- Ability to work cooperatively with others.
- Functional skills in reading, writing and basic mathematics.
- Excellent written and oral communication skills;
- Excellent customer service skills;
- Professional appearance, attitude, and demeanor.

**License & Certifications**

- Valid ServSafe certificate or equivalent food safety certificate or the ability to attain certification within three months of employment required.
- Valid driver's license required.

**Benefits**

- Work Days: 200 Days
- Salary Range: \$33,708 - \$49,510
- Drew Charter School offers our full-time staff members a broad, generous benefits package.