

# Compass Academy Charter School

**Job Description:** Innovative School Food Service Manager

## **Summary of Work:**

The School Food Service Manager of the Compass Academy Charter School prepares interesting, innovative, and nutritional food daily for students (breakfast and lunch) meeting the dietary guidelines for the Child Nutrition Act (USDA standards for school nutrition program). In addition, the School Food Service Manager maintains high standards of sanitation and safety and maintains records of income and expenditures, food, supplies, personnel and equipment.

## **Principle Tasks:**

- Prepares school breakfasts and lunches.
- Plans and analyzes the school menu to ensure that USDA Meal Pattern and nutritional requirements are met.
- Plans menu adaptations for children with special needs.
- Maintains a purchasing system consistent with USDA and state purchasing guidelines.
- Prepares and maintains all records for required audits and reviews.
- Prepares, monitors and administers the food services budget.
- Ensures that established sanitation and safety standards are maintained.
- Promotes the school nutrition services to students, parents, other school personnel, and the community.

## **Education/Certification Requirements:**

- An Associate of Arts in institutional food service management, culinary arts (or a closely related field) is required.
- Must have current Serve-Safe certification.

## **Experience:**

- A minimum of two years of successful experience as a supervisor or manager in an institutional food service or comparable setting.
- Demonstrated ability to work as an effective team leader.
- Demonstrated appreciation and respect for children as learners and the ability to engage them in developing a healthy lifestyle for effective learning and living.

## **General Knowledge, Skills and Abilities:**

- Knowledge of foodservice program requirements and finances.
- Ability to maintain records and complete reports, including web-based reporting.
- Ability to interpret a nutrient analysis spreadsheet.
- Basic computer skills.
- Written and oral communication skills.
- Knowledge of quantity food production and serving techniques, food safety/sanitation requirements, and procedures.

**REPORTS TO:** School Business Administrator

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees.

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the board's policy on evaluation of certified staff.