



## School Nutrition Manager

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### Organization Description

At RISE Charter School, our mission is clear: to empower all of our scholars to thrive academically, strengthen their community, and discover their voice. We are dedicated to providing an environment where every child is encouraged to reach their full academic potential, fostering a love of learning that prepares them for high school, college, and beyond.

### Opportunity Summary

RISE seeks a full-time School Nutrition Manager (SNM) for this upcoming school year. The SNM is responsible for leading and implementing a high quality School Nutrition Program. The SNM reports to the Director of Operations.

### How You'll Contribute

- Plans, implements and supervises operation of an assigned school cafeteria for preparation and service of meals and other foods.
- Independently prepares, cooks, and sets up the school kitchen daily to ensure timely and compliant service of both breakfast and lunch for all scholars.
- Follows and ensures adherence to established Schools, local, state and federal regulations and requirements as well as sanitation, food production and nutritional guidelines. Establishes and ensures adherence to procedures and standards which are in agreement with these regulations, requirements and guidelines.
- Ensures administration of federal meal programs in accordance with local, state, and federal rules and regulations.
- Serves meals on time; provides quick, pleasant service to customers; works with principal to provide a pleasant eating environment.
- Determines amount of food necessary for preparation of daily meals; determines and maintains proper inventories of necessary food supplies and materials, and prepares requisitions and/or orders; checks deliveries to ensure compliance with orders, and contacts appropriate persons to resolve discrepancies, as necessary
- Completes and submits correct required reports, activity records, documentation and surveys; submits accurate invoices, inventories, market orders, participation records and other records on time.
- Liaises with Wake County Food Services to ensure timely and appropriate service; coordinates meals/menus that are appetizing and healthy for students
- Oversees use of kitchen equipment, establishing and overseeing adherence to cleaning schedules, and requesting repair service as appropriate; assists in development and implementation of kitchen floor plans to improve ease of operations and efficiency.
- Monitors Health and Fire Department inspections of cafeteria and related facilities, implementing procedures to resolve identified problems or deficiencies, as necessary; may confer with Health or Fire Department officials to clarify extent of problems, resolution procedures, preventative measures, etc.

- Inputs data and generates various daily, weekly and monthly computer reports, such as cash and other financial reports, purchase orders, inventories, free and reduced rosters and meal participation; verifies cash and checks received; monitors and collects charge balances; prepares and makes bank deposits.
- Administers federal Free and Reduced Price Meal Program in accordance with local, state and federal rules and regulations; reviews meal applications, compares cafeteria and master rosters of eligible students and confers with School Nutrition Services, Principal, parents and teachers to resolve discrepancies.
- Assigns, directs, and supervises cafeteria staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; monitors job performance and provides fair, timely feedback regarding performance strengths and weaknesses.
- Completes daily work schedules for all cafeteria staff.
- Assists in the preparation and service of breakfasts, lunches and other foods.
- Plan and coordinate nutrition celebrations for scholars to promote healthy eating and meal participation.
- Collaborate with school leadership to create menus for staff luncheons, celebrations, and other school functions.
- Performs other related work as required.

### **What You'll Bring to the Team**

- A strong commitment to RISE mission and vision
- An uncompromising belief that all students can learn
- A relentless work ethic and a high degree of patience to push through challenges
- A willingness to be held accountable
- Demonstrated ability to work collaboratively with a team
- Technological proficiency and adaptability, including Google Suite and Microsoft Office,
- Extremely detail-oriented
- Excellent skills of organization and follow-through
- Ability to work under pressure and tight timetables
- Ability to self-manage in a highly professional work environment, which requires interfacing with constituents at the network and schools' levels
- Hold a Bachelor's degree from a recognized 4-year college (preferred)
- Bilingual Spanish/English speaking ability is preferred

### **Non-Discrimination Statement**

RISE Schools, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.