



Position vacancy announcement

Title: Part- Time Food Service Manager

Reports to: Principals

Anticipated start date: August 13, 2018

About our school

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school serves students in Grades 2 to 6 i. Located on the city's North Shore the school currently enrolls 215 students from 29 different districts around Western Pennsylvania.

Job Goal

- Plan, organize, direct and administer the Child Nutrition Services; assure proper fiscal management, program compliance, nutrition standards, staff development, and nutrition education.

Primary Responsibilities

- Plan, organize, direct and administer the food service programs with Federal and State regulations and school policy; provide high quality food and services to the students of Provident; assure compliance with nutrition and health standards;
- Plan, organize and direct the procurement systems for foods, supplies and equipment including effective distribution; develop specifications for food, supplies and equipment bids and quotations; screens all requisitions and purchase orders.
- Plan, organize and implement long and short-term programs and activities to enhance facilities and services.
- Develop the promotions and marketing plan for the food service; maintain a positive public image of Provident; develop and maintain positive working relationship within the community based on the needs and desires of Provident.
- Provide technical expertise, information and assistance to Administration regarding assigned functions; assist as needed in the formulation and development of nutrition and other policies, procedures and programs.
- Preparation and maintenance of reports, records and files related to the food service operations, services and activities.
- Communicate with other administrators, personnel, students, parents and community groups to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop, analyze and review budgetary and financial data for the schools food service program; control expenditures in accordance with established limitations.

- Research current developments in child nutrition management, laws, regulations and nutrition education.
- Plan, coordinate and direct the vending and catering services for the school.

Secondary Responsibilities

1. Attend selected workshops, trainings, or seminars designed to enhance food services, nutritional requirements, and customer service.
2. Participate in meetings and committees.
3. Perform any other Food Service duties as needed by the Provident Charter School Administrators or other assigned designees.

Qualifications

1. High school diploma or GED.
2. Three or more years of experience as a Food Service Manager.
3. Experience working in a school food service.
4. Ability to secure all relevant and necessary clearances.

Terms of Employment: Ten (10) month position.

Evaluation: Performance of this job will be evaluated by the Principal.

Salary: \$20/hour (typically 27.5 hours each week)

How to Apply

Interested candidates should email a cover letter & resume to Connie Joseph at cjoseph@ProvidentCharterSchool.org. Applicants are encouraged to act with urgency.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.