

# KIPP Metro Atlanta

## **Job Description: School Nutrition Manager**

### **Organizational Overview**

KIPP is a national network of 82 schools that are free, open-enrollment, college-preparatory public schools with a track record of preparing students in underserved communities for success in college and in life. We are currently in 19 states and the District of Columbia serving over 20,000 students. Eighty percent of our students are low-income, and more than 90 % are African American or Latino.

KIPP Metro Atlanta Collaborative (KIPP MAC) manages four KIPP Academies in the Metro Atlanta area: KIPP West Atlanta Young Scholars (WAYS) Academy and KIPP South Fulton Academy, both founded in 2003, KIPP STRIVE Academy, founded in 2009, and KIPP Vision Academy, founded in 2010. Building on the success of our local KIPP Academies as well as the KIPP national network of schools, we are currently embarking on an aggressive growth plan with our next school set to open in July 2011.

In our short seven-year history, KIPP Metro Atlanta has proven what is possible for low income students. The Georgia Public Policy Foundation, which compiles test score and demographic data for all schools in Georgia, recently named both KIPP WAYS Academy and KIPP South Fulton Academy two of the 44 “No Excuses Schools” in Georgia, referring to the schools’ performance relative to its poverty rate. According to GPPF, KIPP Metro Atlanta’s schools are the two highest performing middle schools in the state in high poverty communities – and are ranked in the top 20 (out of 501) of all middle schools.

### **Overview**

The School Nutrition Manager will oversee all aspects of the School Nutrition Program of the KIPP Metro Atlanta region. The Manager will administer a multiple-site food service program according to established policies and procedures and federal/state requirements. The Manager will supervise and train food service personnel, as well as, develop and maintain high standards of food preparation and service with emphasis on menu appeal and nutritional value, while maintaining high standards of sanitation and safety. The Manager will maintain records of income and expenditures, food, supplies, personnel, and equipment and facilitates cooperation with stakeholders such as administrators, teachers, parents, and students.

### **Responsibilities**

#### **A. Compliance**

- Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students
- Processes all free and reduced applications annually according to the requirements of the district
- Manages the CRE/SMI reviews conducted by the Georgia Department of Education
- Ensures an accurate meal counting/claiming system throughout the region and submits the required documentation to the state monthly
- Develops, implements, and monitors the region’s mandated HACCP Plan and ensures compliance with state regulations
- Develops, implements, and monitors each school’s wellness policy
- Conducts routine on-site reviews and internal audits of all schools within the region
- Monitors the region’s Agreement with the Georgia Department of Education to ensure the schools and region are in compliance with the provisions of the legally-binding Agreement
- Monitors the district’s use of Federal funds to ensure they are used only for allowable purposes

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- B. Menu Planning & Production
  - Works with the KIPP Metro Atlanta Director of Operations to develop short and long term goals for the region's nutrition program
  - Develops cost-effective menus that maintain nutritional integrity and meet all local, state, and federal guidelines and regulations.
  - Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the food service program.
  - Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- C. Procurement
  - Implements a cost-effective procurement system.
  - Handles ordering of all food and supplies
  - Creates and maintains inventory management of all cafeteria and kitchen equipment
- D. Financial Management & Recordkeeping
  - Establishes measurable financial objectives and goals for the food service program.
  - Manages the food service program using appropriate financial management techniques.
  - Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- E. Safety & Sanitation
  - Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
  - Develops and integrates employee safety regulations into all phases of the school food service operation.
- F. Personnel Management
  - Implements personnel policies and procedures for the food service program according to local, state, and federal regulations and laws.
  - Develops job performance standards and conducts regular evaluations of all food service personnel.
  - Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
  - Establishes standards for the professional development of the region's school nutrition personnel.
- G. Other
  - In conjunction with the KIPP Metro Atlanta Director of Operations and the school leader, determines the vision and structure of the food services program at each school.
  - Performs any other duties that the KIPP Metro Atlanta Director of Operations reasonably requests.
  - Implements a region-wide customer service driven philosophy that focuses on nutrition and satisfaction.

## **Requirements:**

- A Bachelors Degree
- Two years of experience in school nutrition
- Demonstrated ability to work as an effective team leader
- Skill in motivating and supervising foodservice personnel
- Knowledge of foodservice program requirements
- Ability to interpret a nutrient analysis spreadsheet
- Ability to maintain records and complete reports, including web-based reporting
- Written and oral communication skills