

Job Title: School Nutrition Assistant Manager

Job Type: Full Time

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Job Summary: Assists the Nutrition Manager in assuring the smooth and efficient operation of the school cafeteria in a friendly and professional manner. May serve as cashier or assume responsibility for meal management books, employee scheduling, production supervision, or other duties as assigned by the manager. Is prepared to carry out management responsibilities in the manager's absence.

Essential Duties Include, But Are Not Limited to:

- Attends job-related training classes and workshops.
- Practices procedures in food preparation, use and care of equipment, and personnel habits to assure that sanitation standards are met.
- Follows standards of safety in preparing, storing and serving food.
- Prepares food according to a planned menu using standardized recipes.
- Follows manager's instructions in portioning, garnishing, and serving meals.
- Participates in implementing promotion of special school and community activities consistent with board policy.
- Maintains required forms and records as assigned by the manager.
- Knows, abides by, and enforces school system policies.
- Participates in implementing cost containment measures while maintaining quality.
- Supervises the kitchen in the absence of the manager.
- Performs certain assigned managerial duties as assigned by the manager which may include inventory, receiving deliveries, cashiering and preparing reports.
- Adhere to all rules and regulations.
- Performs other duties assigned by the Nutrition Manager.

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org
 - A cover letter explaining your interest in the position.
 - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.