

**Job Title:** School Nutrition Assistant

**Job Type:** Part 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:** The School Nutrition Assistant works cooperatively with other staff members to ensure a smooth, efficient meal service operation by preparing and serving safe, tasty and attractive foods according to the guidelines of the school nutrition program.

**General Responsibilities:**

- 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.
- Maintains the food inventory in the dry storage and freezer.
- Practices correct procedure in checking in food items from vendor.
- Maintains the large equipment, floors in the kitchen and the freezer and coolers to ensure that they meet safety and sanitation standards.
- Participates in implementing promotion of special school and community activities consistent with board policy.
- Maintains required forms and records as assigned by manager.
- Knows, abides by, and enforces school system policies.
- Maintains clean trashcans, can rooms, receiving dock, and area around trash dumpster.
- Attends job related classes and workshops.
- Performs other duties assigned by the Nutrition Manager.

**Qualifications:**

- Proficiency Skills: Written and oral communication skills, multitasking, computer competence, and food preparation.
- Personal Skills: Pleasant personality, clean and well groomed, excellent health, physical skills and stamina to perform essential duties, ability to lift 40 pounds, work in high heat and humidity, and stand up to six hours.
- Previous experience in school nutrition preferred but not required.
- Must pass background check.

**How to Apply:** Interested candidates should email the following to [sduff@furlowcharter.org](mailto: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.