

Job Title: School Nutrition 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: The School Nutrition Manager ensures the smooth and efficient operation of the school cafeteria in a friendly and professional manner. The School Nutrition Manager plans and oversees the preparation and serving of students and staff appealing, nutritious meals according to the guidelines of the school nutrition program.

Essential Duties Include, But Are Not Limited To:

- Operates the school food and nutrition program consistent with all local, state, and federal program requirements.
- Instructs employees regarding the policies of the school food and nutrition program and sees that policies are enforced.
- Provides on-the-job training and supervision for all areas of operation.
- Establishes written duty and work schedules for all employees. Provides instructions on preparation techniques, portion control, scheduling of equipment and all other related areas.
- Participates in all in-service and informational meetings.
- Involves the principal, teachers, parents and students in activities related to the school food and nutrition program in an effort to improve program management and understanding for the benefit of students.
- Keeps accurate and up-to-date records; submits reports on schedule.
- Maintains desirable standards of personal hygiene, conduct, sanitation and performance among all employees.
- Requisitions all food and supplies according to local policy and purchasing procedures, using product standards to contain costs and improve quality.
- Supervises the proper receipt, storage and use of all products purchased through the program.

- Maintains a safe environment; reports all accidents and emergencies to the CFO and the Nutrition Director.
- Maintains high food standards through the supervision of employees in the use of standardized recipes, procedures and techniques.

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.