



## **Monument Academy Food and Nutrition Associate**

### **About Monument Academy**

Our mission is to empower students, particularly those who have experienced significant adversity, including involvement or risk of involvement in child welfare and/or other social service systems with the requisite academic, social, emotional and life skills to be successful in college, career and community. In addition, we aim to create an outstanding school that attracts, supports, and retains exceptional and caring people.

While many students may have been subject to adverse childhood experiences, these events do not define who they are or predetermine their trajectories. We also believe in a growth mindset, where adults and students value hard work, persistence, and the process of learning, and understand that valuing dedication and effort, not “talent” and “fixed ability,” foster a love of learning and improved outcomes both academically and personally. Our school is designed with an emphasis on personalized learning, experience-based learning, and social-emotional well-being to ensure that students with disabilities or who are English Language Learners will benefit from our school.

### **About the Position**

Responsible for participating and assisting in all aspects of preparation and serving of quality food for Monument Academy Public Charter School(MAPCS) Food and Nutrition Services programs using recipes and production sheets assigned through Monument. Maintains an understanding of and adherence to all standards set forth in the NSLP, NSB, CACFP, HSA regulations and any other applicable regulations as communicated through the USDA, OSSE, DOH and any other regulatory agency. Responsibilities may include, but are not limited to food assembly, distribution and service, general sanitation, cleaning and use of kitchen equipment. Maintains a positive working relationship with admin and school-based staff, conducts themselves in a positive manner in relating to students and acts in accordance with MAPCS standards.

This position reports to the Chief of Operations.

### **Essential Functions**

- Establishes and maintains a system for continuous training and monitoring of meal counting and POS accountability procedures and ensures accountability is accurate and reported on time.

- Maintains a working knowledge of all functions of the established POS system and is able to perform basic troubleshooting procedures when necessary.
- Observes all safety and security protocol and trains staff in proper use of equipment and execution of all safety and security procedures.
- Follows the established HACCP Plan as submitted to OSSE as part of our annual agreement and maintains the appropriate DOH certifications.
- Operates within established schedules and ensures that all meals and programs are executed on time. Works with school-based staff and administration to provide all necessary support for school-based programs.
- Works within the structure and policies of MAPCS and cooperates with all MAPCS personnel to provide a compliant and seamless operation in support of the K-12 environment.
- Maintains proper standards of hygiene and appearance for all MAPCS Food and Nutrition staff, including adherence to all established uniform and food safety standards (i.e. use of hairnets or caps, gloves, etc.).
- Supervises assigned staff members (where applicable) for the purpose of maintaining a quality work force. Practices continuous process improvement and training with staff and adheres to all established policies and procedures as set forth in the Employee Handbook.
- Understands and executes standards of management that include the effective use of resources and continuously strives to improve effectiveness and efficiency of operations.
- Arranges preparation and setup of food items, supplies, serving lines, and/or equipment for the purpose of ensuring that items are provided in accordance with standards and requirements as set forth in the NSB, NSLP, CACFP and HSA. Verifies quantity and quality of food prepared (e.g. quantities of different types of main dishes and side items needed for the number of persons to be served; adjusts recipes to meet quantity of meals required, etc.). Maintains accurate production records in accordance with proper procedures as established and governed by OSSE and USDA FNS.
- Inventories food, condiments and supplies for the purpose of ensuring accuracy of orders for and availability of all items necessary for the proper execution of menus and maintains a system of organization for proper storage of all items. Inspects food items and/or supplies (e.g. items being sent by or received from vendors, etc.) for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards. Maintains security and integrity of all food and supplies in accordance with DOH and other industry standards.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will meet or exceed quality standards as established by the appropriate person(s) managing the FNS operations. Prepares and serves food and beverage items according to approved recipes (e.g. fruits, vegetables, salads, sandwiches, entrees, soups, baked goods, etc.) for the purpose of meeting mandated nutritional and health requirements and projected meal requirements and/or requests of students and school personnel.
- Cleans and maintains proper operation of equipment and the storage, food preparation and serving areas (e.g. ovens, steamers, fryers, mixers, slicers, freezers, dishes, tableware, kitchen utensils, counters, carts, racks, and dishwashing machine, etc.) for the purpose of maintaining optimal efficiencies and sanitary conditions.
- Builds strong relationships with Principal, Director of Safety, and Chief of Family and Students and works closely with other school-based staff to communicate effectively and responds to changing needs of students and faculty/staff.

- Consistently adheres to submission schedules and guidelines in all areas of operations including, but not limited to accountability, ordering, inventory, and accounting for invoices and products received.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Displays a passion for quality on a consistent basis.
- Promotes teamwork and establishes fair and consistent practices for assignment of duties and development and maintenance of job flows.
- Consistently evaluates and trains staff on essential job functions and enhances skills of staff through observation and training.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order. Establishes and monitors safe working conditions for all staff members.
- Interacts in a positive way with students, parents and staff and solicits feedback from all stakeholders for use in improving service.

### **Qualifications/Experience**

Must possess the specific skill-based competencies required to satisfactorily perform the essential and other functions listed above and to perform multiple tasks, and those competencies need to occasionally be upgraded in order to meet changing job conditions.

Must possess the knowledge to perform basic math, understand written procedures, write routine documents, speak clearly and give clear directions to staff and understand multi-step written and oral instructions.

Must possess the specific knowledge-based competencies required to satisfactorily perform the functions of the job which include but are not limited to: sanitation practices for serving foods; occupational hazards and standard safety practices necessary in the area of food preparation and service, operational characteristics of basic kitchen utensils and equipment, and an understanding of NSB, NSLP, CACFP and HSA requirements.

Must possess the basis abilities required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment.

Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods, and is also required to work with a diverse group of individuals.

Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment requires a working knowledge of standard commercial kitchen equipment.

**Specific ability-based competencies required to satisfactorily perform the functions of the job include:**

Working as part of a team; adapting to changing work environment and priorities; communicate clearly and concisely; handle money and make change; perform mathematical computations quickly and accurately; understand and follow oral and written directions; establish, maintain, and foster positive and harmonious working relationships with those contacted in the work environment; and working with children.

### **Basic Physical Requirements**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Working Environment**

The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** 3-5 years of job-related experience is required.

**Education:** High School diploma or equivalent is required.

### **Required Testing Certificates & Licenses**

Food Handlers/ServSafe Certificate or equivalent certifying agency  
DOH Food Service Managers Card

**Location: Washington, D.C.**

### **Compensation**

Monument Academy offers competitive salaries, commensurate with experience. The school offers a strong benefits package that includes health care (HMO and PPO options), retirement plan, Flexible Spending accounts, and generous vacation leave for its administrators.

### **To Apply:**

Please apply on-line and submit your resume and cover letter at [www.monumentacademy.org/careers](http://www.monumentacademy.org/careers). You will be asked to create a profile, then fill out an application, including uploading your resume and cover letter. Salary and benefits are competitive, and commensurate with education, and level of work experience.

Monument Academy is an equal opportunity employer, committed to inclusive hiring and encourages applicants from all backgrounds. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or

any other protected status. All employment decisions are made solely on the basis of the individual's qualifications, as related to the requirements of the position being filled.