



Invitation to Apply for Full-Time Child Nutrition Program (CNP) Director at University Charter School:

We are now accepting applicants for a Full-Time CNP Specialist.

Reports to: Strategic Partnerships Officer

Application Deadline: Until position is filled

Start Date: Upon Board Approval

University Charter School

University Charter School (UCS) is an innovative and new PK-12 public charter school that opened in August 2018 in rural Livingston, Alabama. For the 2024-2025 school year, UCS will have ~757 students in grades PK – 12. UCS is designed to be a rural, diverse school that cultivates independent thought, promotes the building of character and civic responsibility, and is committed to preparing all students for personal and professional success through the discovery of individual learning pathways in a rigorous and integrated Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) focused, project-based and place-based curriculum. The vision of University Charter School is to become a rural model for producing adaptable learners that have a strong sense of place, mission, and rural identity, and who recognize the value of collaboration within a school, across a community, and between diverse rural regions. Our graduates will be prepared to continually meet the demands of an ever changing economy and will be perceived as community leaders and catalysts for meaningful change. We see UCS as a purposeful, place-based, and collaborative pathway to encourage growth and retention in and to restore relevance to our rural community.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

UCS's approach to education is unique in a number of ways:

- **Location:** The school's location on the University of West Alabama campus in rural Sumter County, Alabama, will provide students with the opportunity to build rich and ongoing relationships with each other and benefit from the programs and opportunities available on campus and in our community. Sumter County, our rural community, has been challenged by a lack of high quality educational opportunities, a decline in overall child well-being, high poverty rates, high unemployment rates, low per capita income, and depopulation. UCS was created out of a partnership between the University of West Alabama and a rural, impoverished community in an effort to meet the educational needs of the children. By nurturing the

diversity of a divided community, UCS presents a solution to the unique educational challenges that face rural communities by providing a blueprint for others to follow, as well as presents opportunities to demonstrate and implement PK-12 best practices in a rural setting.

- **Curriculum:** UCS's curriculum is project-based and place-based, which will provide students with real-world local connections to what they are learning in school. Students will also have the autonomy to direct their course of study, allowing them to pursue academic work and projects that inspire them.
- **Diverse by Design** - Last but not least, UCS will ensure that a diverse group of students can take advantage of all of the opportunities this school will offer.

Roles and Responsibilities

- Promotes good public relations and increased participation with students, faculty, and parents through outstanding customer service practices.
- Responsible for ensuring that Federal and State rules and regulations and local board policies pertaining to meal requirements, record keeping, and personnel are implemented and fulfilled as required.
- Plans and directs the preparation and service of appetizing and attractive food in the correct quantities in the cafeteria by means of specifying duties and providing written work schedules to promote efficient production.
- Supervises and directs the CNP staff to ensure that menus developed by the Child Nutrition Department are followed utilizing standardized recipes and procedures and are served in standardized portions to ensure correct quantities to meet the federally mandated nutritional requirements.
- Assigns, directs, plans, and supervises the work of cafeteria staff in such a way as to prevent grievances, undesirable situations, and to promote teamwork.
- Plans and assigns the work of employees by means of specifying duties and providing written work schedules.
- Reviews employee hours through the time management system to ensure that the employees are clocking in and out in the required manner and approves them for payroll each cycle.
- Makes sure substitutes are arranged for employees when they are going to be absent.
- Provides and documents on-the-job training and means of growth for all cafeteria staff members.
- Assesses individual employee performance and provides a written evaluation in a review with each cafeteria staff member, before submitting it to the Strategic Partnerships Officer.
- Organizes and maintains a safe, healthy, and clean operation at all times by means of specifying duties and providing written cleaning schedules.
- Observes and ensures that staff members adhere to the personal appearance policy and are free of illness while carrying out their duties.
- Always ensures that all state and local health regulations are properly maintained at all times.
- Reports all accidents using the proper procedures.
- Checks to see that all equipment in the cafeteria area is in safe working condition, and notifies the appropriate authority when repairs or replacements are needed.
- Secures all food, supplies, and equipment, within the cafeteria.
- Assumes responsibility for the security of all cash until it is turned over to the proper authorities.
- Orders all food and supplies needed on an as-scheduled basis through the production kitchen.
- Ensures that all food and supplies received into the school are checked against the invoice for accuracy and signed only after each order has been verified completely.
- Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures.

- Reports any errors in the delivery such as being shorted products, faulty or unsatisfactory food quality, and any incorrect prices to the Strategic Partnerships Officer as soon as possible.
- Responsible for properly reconciling, receipting, and depositing of all collected money in the bank in compliance with state requirements.
- Operates the cafeteria within expense constraints so as to contribute to the financial viability of the School Nutrition Program operation.
- Prepares and maintains accurate and adequate records of income and number of meals served by eligibility category as well as adult and a la carte sales.
- Assists school administration with the collection of deficit lunchroom accounts.
- Prepares and maintains accurate and adequate records on food and supplies received and used through maintenance of invoices for all purchases and preparation of a monthly physical inventory.
- Prepares and maintains daily production records as a tool for planning and communication as well as documentation for auditing purposes.
- Promotes increasing participation through good public relations and marketing skills with students, faculty, and parents.
- Works with the COO to make the cafeteria an extension of the classrooms and assists in promoting and offering nutrition education to students.
- Participates in managers' meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the School Nutrition Program.
- Supervises, directs, trains, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Orders food and nonfood items weekly for cafeteria operations; conducts food and supply inventory and prepares corresponding reports.
- Plans daily work schedule for breakfast and lunch and assigns tasks during staff meetings.
- Plans daily menu count; plans menus for adequate and nutritious lunches according to prescribed centralized menus and guidelines.
- May be required to assist in food preparation, serving line set-up, and cashiering.
- Prepares production reports; reconciles monies collected for meals with cashier reports; turns in daily cash collected to Finance Department.
- Prepares and maintains accurate records of transactions as required by UCS.
- Checks temperatures of freezer, cooler, refrigerators, hot and cold carts, and warmer, maintains temperature logs, posts temperature charts, and submits work orders for maintenance repairs as needed.
- Oversees food preparation and housekeeping to ensure quality and acceptable sanitation standards are met.
- Checks-in deliveries and assists with loading/unloading food carts, food items and supplies from vehicles.
- Oversees and assists with stocking food shelves and storage room.
- Responsible for locking/unlocking cafeteria, freezers, refrigerators, milk boxes, in addition to complying with all energy efficient work instructions and department directives on methods for conserving energy.
- Organizes office and filing system; files reports and invoices; answers telephones, provides parents information.
- Performs such other tasks and assumes such other responsibilities as assigned.

Qualifications

The strongest candidates will have the following certifications, skills, and experiences:

- Bachelor's degree in Food and Nutrition, Food Service Management, or Home Economics (with a minimum of four courses in food and nutrition) (preferred but not required)
- Bachelor's degree in any subject area (preferred but not required)
- An undeniable enthusiasm for and commitment to customer service
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills
- Experience working with a CNP program in Alabama (preferred but not required)

Salary and benefits

UCS offers a competitive salary dependent upon degree and experience and comprehensive benefits package including State health insurance and retirement.

Apply

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS must complete an online application. If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

Online Application Instructions

First Time Users

Step 1: Go to Applicant Login

Step 2: Click on Create an Account

Step 3: Select a Username and Password. You will use this login information any time you want to apply.

Step 4: Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

Step 5: If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

Apply Now

Step 1: Scroll through the job postings and click on the Job Title to which you want to apply

Step 2: Click on Apply

Step 3: Login in using your username and password.

Step 4: Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

Important Notes

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete

Online applications are stored on a secure site

Only authorized employees and hiring authorities have access to the information submitted.

UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.