



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Food Service Manager

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school and will grow with its students through 8th grade. Our mission is to build a community that prepares students for academic and collegiate success and equips them to enter the world as active, responsible, and involved citizens and leaders. We will implement research-proven curriculum focused on math, literacy, critical thinking, and science. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

Summary: This position provides students with appetizing, nutritional meals in a sanitary, pleasant environment that promotes positive learning during the school year. During days when school is not in session, this position supports custodial staff.

SPECIFIC RESPONSIBILITIES:

- Ensure that the preparation, serving, and storing of all food items meet the quality and sanitation standards set by the district
- Inspect and receive all food deliveries being made, check for quality and accuracy, and sign the invoices only after being inspected. Report to the Executive Director and vendor any items that may be damaged, spoiled, short, or unacceptable in any way
- Prepare and serve (in cafeteria and classrooms) all food items as indicated on the monthly menu and daily guidance provided by the vendor
- Collect all serving dishes and trash after lunch service
- Clean the kitchen, dishes and cafeteria after meals served; dispose of trash
- Inventory necessary supplies; forecast and prepare order for food and replacement supplies in anticipation of upcoming needs
- During days when school is not in session, this position supports custodial staff: deep cleaning bathrooms, classrooms, common areas, etc.
- Assist in unpacking boxes, stocking storeroom or coolers, pulling food items from storeroom and other inventory management duties as assigned
- Supervise and operate kitchen equipment; train others in the same
- Ensure that all portion sizes served to students and staff are correct and in full compliance with all state and federal guidelines
- Ensure that all serving stations are fully stocked with food prior to each serving period in sufficient quantities and that the food is presented in an appetizing way
- Maintain correct holding temperatures of food
- Ensure that all leftovers are properly stored or disposed of
- Ensure that all required paper work is completed in an organized, timely and accurate manner
- Supervise and instruct staff or volunteers on the proper and safe handling of food and all kitchen equipment



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- Communicate with staff and volunteers new procedures, policies, expectations, etc.
- Report any problems or accidents occurring in the kitchen or the cafeteria to the Executive Director
- Supervise the locking of all storage areas and the security of kitchen equipment
- Alert the Executive Director of needed equipment repairs, maintenance, or new equipment needs
- Ensure compliance of all policies and procedures; interpret policies and procedures into the work performed
- Create and foster a positive atmosphere; create good feelings about School Food Service in students, faculty, administrators and others
- Adhere to established personal hygiene techniques and uniform requirements
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Participate in appropriate in-service and workshop programs and attend any required meetings
- Use computers and/or electronic equipment to fulfill job functions
- Adhere to federal statutes and regulations, State and local health agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations
- Utilize proper hand washing techniques
- Perform all tasks in accordance with HACCP guidelines
- Perform any duties assigned by Executive Director or designee, and not otherwise prohibited by law or regulation

QUALIFICATIONS

- High School Diploma or its equivalent
- One (1) year experience, preferred
- Ability to count, weigh, measure, and complete math problems involving simple fractions and decimals
- Ability to read and write
- Excellent integrity and good moral character and initiative
- Interpersonal skills to relate well with students, staff, administration, parents and the community
- Ability to communicate effectively in English
- Ability to lift 50 pounds or more independently
- Proof of U. S. citizenship or legal resident alien status
- Satisfactory completion of a background check and Family Care and Safety check, demonstrating results that meet the guidelines for employment at Lafayette Preparatory Academy
- Evidence that health is adequate to fulfill the job functions and responsibilities
- A current TB test
- Food ServSafe Certification (can be acquired once hired)



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KNOWLEDGE, ABILITIES, AND ATTRIBUTES

- Ability to multi-task and manage high volume times of day
- Strong speaking and listening skills
- Ability to establish and maintain cooperative relationships with all stakeholders
- Bilingual/biliterate preferred
- A strong love for community
- A desire to work with a diverse student population
- A willingness to do whatever it takes to ensure that every child succeeds
- Ability to demonstrate loving care for students and their futures yet also a firm personality and belief in a high level of structure.

PHYSICAL DEMANDS:

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The employee is often required to stoop or kneel and lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies, The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: emergency drills, student elopement, physical altercations involving students.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand, stoop, twist and walk for required periods of time.
- Speak and hear.



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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

REPORTS TO:

Lafayette Preparatory Academy Executive Director

TERMS OF EMPLOYMENT:

Work year is year-round; 8 days sick leave; two weeks paid vacation to be approved by Executive Director; comprehensive benefits package; hours are from 6:45 a.m. – 3:45 pm daily. Compensation is commensurate with experience (between \$9 and \$10/hour).

TO APPLY:

Submit your resume, cover letter to Susan Marino, Executive Director @ susan.marino@lafayetteprep.org or 1881 Pine Street, St. Louis, MO 63103