



## Food Service Coordinator

**SUMMARY:** Rainier Prep is seeking an exceptional Food Service Coordinator who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This role is responsible for leading the preparation and serving of food, cleaning and sanitizing kitchen equipment and surfaces, accepting vendor deliveries, coordinating proper storage, communicating with vendors and volunteers. In the absence of the Operations Manager, the Food Service Coordinator will be expected to perform and coordinate all responsibilities and duties during the food-service timeframe. This person will thrive in a demanding and team-oriented culture. The Food Service Coordinator reports to the Operations Manager. Expected hours will be when school is in session from Monday-Thursday 9:45AM-1:15PM and Fridays from 9:30-1PM. Trainings and professional development opportunities will be required and may fall outside of the normal work schedule.

Rainier Prep is a 5<sup>th</sup> – 8<sup>th</sup> grade middle school in the Highline area focused on college prep for all students. We are committed to preparing all students to excel at four-year colleges and to serve as leaders in their communities. Approved as one of Washington State's first charter schools and modeled after some of the highest performing schools around the country, Rainier Prep opened its doors in the fall of 2015. Rainier Prep's outstanding faculty and staff are working to transform the expected educational outcomes for low income students, students of color and immigrant students, committing to college and career readiness for each of our scholars.

### MAJOR RESPONSIBILITIES:

- Monitor lunch meal services to ensure they run smoothly, efficiently, and on-time while also soliciting feedback from other members of staff and volunteers to make improvements
- Develop and maintain positive relationships with students, families, staff, and vendors (including janitor, school food provider, and other external partners)
- Uphold safety policies and procedures specific to food service and the kitchen, ensuring all staff understand roles and can act accordingly
- Coordinate food services to ensure on-time meals, availability for field trips, and compliance with federal and health food regulations, including sanitation standards, student lunch eligibility, and point-of-service tracking

### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Ability to maintain systems for operational excellence
- Lift and carry weights in excess of 40 pounds
- Ability to maintain exceptional attendance and punctuality
- Excellent relationship building and communication skills with adults and students from diverse backgrounds



- Detail-oriented team player willing to roll up their sleeves to get the job done
- Ability to multitask in a fast-paced, dynamic environment
- Ability to work independently and as a team member

#### **PREFERRED QUALIFICATIONS:**

- Valid Food Handler's Permit and all other certificates, licenses, endorsements, and/or permits as required for this position by state and local authorities.
- Fluent in Somali, Amharic, Spanish or Vietnamese
- Experience working in compliance with state and federal school food service guidelines
- Experience complying with King County Health Code
- Knowledge of National School Lunch Program and School Breakfast Program standards and procedures

#### **SALARY:**

\$17/hr. Excellent benefits including health, dental, and vision insurance.

#### **Start Date:**

Tentative: Monday, August 19, 2019

#### **HIRING PROCESS:**

Go to [www.rainierprep.org/careers](http://www.rainierprep.org/careers) and click "apply here" to begin the application process. Then email a cover letter and resume to [apply@rainierprep.org](mailto:apply@rainierprep.org). Rainier Prep will invite select candidates for interviews. The selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc.

#### **ABOUT RAINIER PREP:**

Rainier Prep is a rigorous college preparatory public 5<sup>th</sup> – 8<sup>th</sup> grade school located in Highline, WA. Committed to transforming the future one child at a time, Rainier Prep believes in the inherent capacity of ALL students to succeed in a college prep environment when provided with the right support. Rainier Prep is committed to achieving radically different outcomes for traditionally underrepresented low income and minority populations, and focused on identifying and serving those students who will be the first in their families to attend and graduate from college.

#### ***Equal Employment Opportunity Commitment***

*Rainier Prep is an equal opportunity employer and thus affords equal employment and advancement opportunity to qualified individuals without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or pregnancy, or the use of a trained dog guide or service animal by a person with a disability. Rainier Prep programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.*