



### NUTRITION MANAGER

#### ASSIGNMENT

Location: 3216 East 29<sup>th</sup> Street, Minneapolis, MN 55406

Full-time equivalent (FTE): 0.4375 – 0.75

Date Available: As soon as possible

Closing Date: Position will close when filled

#### ABOUT:

Bdote Learning Center is an elementary K-8, public charter school located in Minneapolis, MN. We are a year-round Dakota and Ojibwe language immersion school. We strive to develop a love of lifetime learning, language, and culture, and to create a college preparatory path for all students.

#### JOB DESCRIPTION:

Bdote Learning Center seeks a Nutrition Manager who is passionate and dedicated to providing excellence service experience to students by preparing and serving breakfast and lunch meals. Nutrition Manager will be responsible for nutrition space clean up, health inspector reports, and reporting any needs or discrepancy to Bdote Learning Center administration.

#### JOB DUTIES & RESPONSIBILITIES:

- Confirm receipt of delivered meals and milk daily and temp food daily.
- Log the temperature of food before serving, refrigerators, and time of delivery on-site.
- Maintain cleanliness of serving spaces, student meal space, and storage spaces before and after mealtimes.
- Arrive at least 30 minutes prior to meal start time, but no earlier than 60 minutes prior.
- Maintain first in first out food rotation and properly store and dispose of food.
- Wash and sanitize lunch trays, cutlery, serving utensils, and serving stations.
- Maintain SERV Safe certification or Nutrition Manager certification.
- Maintain supplies needed for kitchen.
- Submit daily meal count sheets and weekly inventory sheets directly to administration.
- Oversee the walk-through with the Minneapolis Health Department.

#### QUALIFICATIONS:

- Able to pass a background check.
- Excellent oral and written communications skills.
- Physical ability to lift. 50 lbs.
- Ability to positively interact with children and adults from diverse backgrounds within the organization, that are contractors for meal service, and the public at large
- Preferred experience with Dakota and/or Ojibwe language and culture
- Ability to work as a team
- Serv Safe Certification upon hiring
- Experience working in nutrition preferred

#### WAGES & BENEFITS

Competitive wages and benefits. Salary rate of pay is \$25.00 per hour or dependent on experience. Benefits include paid leave, employee health insurance, dental insurance, and short-term disability insurance if work hours exceed 0.75 FTE.

#### APPLY:

Find documents at [www.bdote.org/jobs](http://www.bdote.org/jobs) and submit (1) Employment application, (2) Cover letter, (3) Resume, (4) List of three professional references and reference form, & (5) Background check to [info@bdotelearningcenter.org](mailto:info@bdotelearningcenter.org).

#### COMMITMENT TO DIVERSITY:

Review of applications will begin immediately and will continue until the position has been filled. We are looking to fill position quickly. Bdote Learning Center is an Equal Opportunity Employer and does not discriminate among applicant based on race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.