



Thurgood Marshall Academy Public Charter High School Position Announcement: Cafeteria and Administrative Coordinator Washington, DC

Thurgood Marshall Academy in Washington, DC, seeks a highly-motivated Cafeteria & Administrative Coordinator to join its Operations department as a full-time, year-round employee.

SCHOOL OVERVIEW

Thurgood Marshall Academy is a public, law-themed charter school in the District of Columbia that prepares an enrollment of roughly 400 students in grades 9-12 to succeed in college and to actively engage in our democratic society. Applicants can learn more about Thurgood Marshall Academy by visiting the school's website: www.thurgoodmarshallacademy.org.

DUTIES AND RESPONSIBILITIES

The incumbent will report to the Assistant Director of Operations ("ADO") and serve as a key point-of-contact in support of school operations; specific duties will fall into a number of areas:

- ***Clerical & business operations duties*** such as:
 - Serve as the main school-wide point-of-contact for supply orders, inventory, and other procurement support
 - Sort and distribute mail and faxes;
 - Filing, including scanning, storing, filing, and retrieving documents and data;
 - Support accounts-payable work;
 - Oversee copiers and other office equipment;
 - Stock the break room;
 - Work closely with the Chief Operating Officer and Executive Director on projects that require effective writing, research, and project management;
 - Provide administrative coverage when the ADO is on leave or unavailable.
 - Schedule and provide on-site support at Thurgood Marshall Academy sponsored events, assisting with event setup and breakdown;
- ***Food Service Duties***

Co-manage the nutrition program with the Assistant Director of Operations: ensure that meal service follows school nutrition policies and federal and state guidelines.

Monitor staff and provide training.

Attend mandatory NSLP meetings and training.

Manage relationships with food vendors.

Monitors lunch and gathers feedback from students to ensure satisfaction

Other such duties and special projects as the Assistant Director of Operations may from time to time request commensurate with the employee's position

All on-site faculty and staff take on some student supervision work; the

Operations Associate may be one of several lunch-room monitors and the like;

Assumes other appropriate duties and responsibilities as requested.

QUALIFICATIONS

- Bachelor's degree preferred, but not required.
- Current Food Manager certification from the DC Department of Health, a plus.
- Two to four years' full-time experience working in a professional office environment.
- Experience in a school, youth-center, or educational setting.
- Computer skills - Must be able to navigate and learn an assortment of software platforms.
- Effective and professional written and verbal communications skills.
- Experience in scheduling, working with contractors, and/or overseeing complex logistical tasks
- Detail-oriented, highly organized self-starter with the ability to work independently.
- Discretion and ability to work with confidential materials, such as personnel files.
- Collegial, team-oriented working style and the ability to work well with teenagers.
- Must be able to lift up to 50 pounds; this position requires moderate physical activity such as moving gym equipment and event set up.
- Ability and willingness to undertake evening/weekend work and occasional local travel.

All employees are subject to the successful completion of a background check; employees must also provide upon request other documentation of eligibility for employment, including but not limited to TB test results and verification of credentials.

COMPENSATION

Thurgood Marshall Academy offers a competitive salary and benefits.

HOW TO APPLY

Review of applicants will begin immediately and continue until the position is filled. Send cover letter and resume via email with “Cafeteria & Administrative Coordinator” in the subject line to [hiring@tmapchs.org](mailto: hiring@tmapchs.org). Please see our website for further information including our equal opportunity employment/non-discrimination statement.