



# ALTURAS

## INTERNATIONAL ACADEMY

151 N Ridge Avenue, Idaho Falls, ID 83402 | Office: 208-522-5145 | Fax: 208-522-5147  
office@alturasacademy.org | AlturasAcademy.org

### **School Nutrition Manager 2023-2024 School Year**

#### **Alturas Mission Statement**

Alturas International Academy promotes academic distinction while empowering students to be principled and intellectual leaders as they explore, create, investigate, and analyze in a safe, engaged, collaborative environment that inspires them to make a genuine difference in their local and global community.

#### **About Alturas International Academy**

We are an innovative change for education. With a master approach to education, our students are taught in small group instruction at instructional levels. This gives them the opportunity to work with partners and collaborate at high levels using analytical and critical thinking skills. Alturas International teaches self-discipline and responsibility to all students; provides a physical environment that is welcoming and conducive to learning; promotes communication and interaction in the classroom; supports an affective environment that promotes a sense of belonging and self-esteem; and provides an academic environment that promotes learning and self-fulfillment.

#### **Job Requirements**

##### **Goal**

*To assist in maintaining the school nutrition program at the school level in an efficient and effective manner to meet the nutritional needs and program acceptability of students and staff in accordance with federal, state and local regulations.*

##### **Qualifications**

- High School Diploma or the equivalent
- Valid Idaho Drivers License
- Satisfactory completion of ServSafe course and/or current certification or the satisfactory completion of ServSafe course within six (6) months of hire
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

##### **Responsibilities**

- Supervise, coach, and train team members to ensure quality of food and guest service. Effectively resolve conflicts that may arise.
- Understand Federal, State and local program regulations.
- Evaluate team members and make recommendations for appointment, re-appointment, transfer, promotion, and termination, if appropriate. Develop written performance assessments and action plans for workflow improvements.
- Develop and implement work schedules for team members.
- Forecast and order food and supplies to ensure continuous quantity and quality of menu items during meal services.

- Exercise managerial skills to control labor, food, and non-food costs to ensure financial and operational efficiency.
- Maintain high standards for food quality, safety, and sanitation. Take corrective action when necessary to ensure the health and well-being of guests.
- Follow school cash handling procedures and maintain cash controls.
- Develop and implement strategies to maximize the number of guests dining at the campus restaurant.
- Plan and manage the preparation of food within an established production system following standardized recipes, preparation & service methods, proper food handling techniques, equipment use & care and cashing.
- Establish and maintain open communication with principal and staff in planning, developing, and utilizing the campus restaurant for the greatest benefits to the school and community.
- Comply with Federal and State regulations, School Board policies, and District procedures.
- Ensure Dining Services standards and mission are being met with every guests.
- Ensure meals meet the USDA's meal standards and meal pattern requirements.
- Submit reports and maintain records as required.
- Maintain accurate, current records of monies, sales, etc.
- Communicate to the principals or their designees all circumstances that impact the safety, health and welfare of students, faculty, and staff.
- Perform other duties as assigned by the Director.

### **Employment Information**

Salary Pay: Depending on experience and education

### **How to Apply**

Please submit the following:

1. Application- [www.alturasacademy.org](http://www.alturasacademy.org) under Our Team tab>Join Our Team
2. Cover Letter and Resume
3. Copy of any valid endorsements that apply (or the ability to obtain one)

Benefits- Medical, dental, vision, life insurance and public employees' retirement system (PERSI) are provided to classified employees who work at least half time (20 hours per week) or more regular position and to certified employees with a .50 FTE or greater contract.

Contact Name:

Reece Drkula - Principal  
[reece.drkula@alturasacademy.org](mailto:reece.drkula@alturasacademy.org)

Dayna Crose – Principal  
[dayna.crose@alturasacademy.org](mailto:dayna.crose@alturasacademy.org)

Michelle Ball – Executive Director  
[michelle.ball@alturasacademy.org](mailto:michelle.ball@alturasacademy.org)

Jenna Forbush – Office Manager  
[office@alturasacademy.org](mailto:office@alturasacademy.org)