



# UTOPIAN

ACADEMY FOR THE ARTS

CHARTER SCHOOLS NETWORK

EST. 2013

## **JOB TITLE: Nutrition Assistant Clerk**

### **About Utopian Academy for the Arts School**

Utopian Academy for the Arts is the 2023 Georgia Charter School of the Year! The mission of Utopian Academy for the Arts is to develop, through a structured and supportive environment, academic and artistic students to enter and to succeed in the global society with proficiency to enroll in a college, university, or specialty school of their choice. Utopian Academy for the Arts is the only public charter school network in Georgia to offer a comprehensive educational program in the dramatic, media, and creative arts. Our educational model leverages the positive effects of arts education to engage and inspire students, develop their academic and artistic potential, and prepare them to be leaders in their communities. The Utopian Academy for the Arts was founded in 2013 as the first state-approved charter school by the State Charter Schools Commission of Georgia, to expand public school choice options for families that reside in Clayton County, GA. Recognizing its unique approach and access to arts-based education, the Clayton County Public Schools System subsequently approved the vertical expansion to add the Utopian Academy for the Arts Elementary (est. 2020) and Utopian Academy for the Arts High School (est. 2022). In 2023, the charter school network launched its second state-approved middle school, Utopian Academy for the Arts-Trilith, which features a state-wide attendance zone in Fayette County, GA.

### **The Role**

Our greatest instructional strategy is our human capital. More than any other variable in education-- more than curriculum or supplies - our faculty and staff matter. Staff members are under direct supervision of the Nutrition Lead. The person in this role prepares, heats, finishes cooking food items and serves staff and students. Additionally, they clean work areas, equipment, utensils, dishes, and silverware.

### **Job Overview:**

We are looking for a dependable and friendly Nutrition Assistant Clerk to join our school's nutritional services team. A Nutrition Assistant Clerk plays a key role in providing nutritious meals to our students and staff in a timely and courteous manner. The ideal candidates will have excellent customer service skills, attention to detail, and a commitment to maintaining high food safety standards.

### **Meal Service:**

- Serve meals to students, teachers, and staff members in an efficient and friendly manner, adhering to meal guidelines and presentation standards.
- Ensure that each customer receives the correct meal based on dietary restrictions and preferences, providing alternatives when necessary.

### **Food Safety and Hygiene:**

- Follow proper food safety and sanitation procedures, including handwashing, glove usage, and cleaning of serving utensils and trays.

**Customer Service:**

- Greet students, teachers, and staff members with a friendly and welcoming attitude, creating a positive dining experience.
- Answer questions regarding menu items, ingredients, and allergens, providing accurate and helpful information to customers.

**Payment Handling and Point of Sale (POS) Systems:**

- Operate POS systems accurately when processing meal payments.
- Provide correct information regarding accounts balance, fees and benefits status.
- Utilized writing POS as needed.

**Cleaning and Organization:**

- Clean and sanitize serving counters, tables, chairs, and other cafeteria equipment before, during, and after meal service.
- Assist with restocking food items, condiments, and utensils to ensure a continuous and smooth serving process.

**Teamwork and Collaboration:**

- Work collaboratively with other cafeteria staff members, including cooks, kitchen assistants, and supervisors, to maintain a cohesive and efficient workflow.
- Communicate effectively with colleagues and supervisors to address any issues or concerns related to meal service.

**Qualifications:**

- High school diploma or equivalent required.
- Previous experience in a cafeteria, restaurant, or customer service role is required.
- Knowledge of food safety and hygiene practices required.
- Excellent customer service and communication skills.
- Ability to handle cash and operate electronic POS systems.
- Physical stamina to stand for extended periods and lift moderately heavy objects.
- Positive attitude and willingness to work in a fast-paced environment.

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday
- In-Person