



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

Job Title: National School Lunch Program (NSLP) Assistant

Part-Time (10:30am-1:30pm, Mon-Fri)

Reports To: NSLP Grant Coordinator

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

Organization Overview:

Every year, thousands of young people in Philadelphia drop out of school. This decades-long dropout crisis impacts individual lives by sustaining the cycle of underemployment and poverty, and threatens Philadelphia's ability to thrive.

YouthBuild Philly was founded in 1992 to give high school dropouts a second chance and the opportunity to build a brighter future for themselves and their community. Our innovative program offers young at-risk adults a high school diploma, valuable job skills, and the opportunity to learn and grow in a community-oriented, supportive environment. We prepare our students for further educational attainment and meaningful careers as they become leaders and contributing members in a stronger Philadelphia.

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia's demonstrated and recognized success inspires more holistic and integrated approaches in educational and social programs nationally.



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Values

* Excellence * Perseverance * Respect

Job Summary: The National School Lunch Program (NSLP) Assistant supports the daily running of the breakfast and lunch programs. This includes helping to manage food prep, serve students, and track inventory while ensuring that we are in compliance with grant regulations. The NSLP Assistant also helps to implement the program in a way that supports community building and student retention.

Responsibilities and Duties:

Supporting School Breakfast/Lunch Program

Ordering & Deliveries

- Helps to keep track of any upcoming holidays, field trips, or special events that may affect food service
- Receives food deliveries
- Conducts a monthly physical inventory
- Understands the process of ordering in order to support the NSLP Grant Coordinator

Meal Service

- Promotes school breakfast and lunch to students by distributing and posting menus
- Follows established system to figure out how many meals to prepare each day
- Prepares food and sets up serving line
- Records a participant-specific meal count using the PrimeroEdge program on an NDS issued touchscreen laptop at the end of the serving line
- Breaks down serving line at the end of lunch

Ongoing/Other Tasks:

- is aware of and encourages wellness activities at school
- Is aware of participants with allergies
- ensures that all other school staff follows these standards Follows HACCP procedures, such as proper receiving, storage & cleaning procedures
- Encourages participation in the program with the help of NDS staff
- Attends mandatory NDS training meetings

An Equal Opportunity Employer
www.youthbuildphilly.org



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C H A R T E R S C H O O L

Qualifications:

- Education: High School Diploma
- 1-2 years of previous experience in a similar non-profit or school role
- ServSafe certification preferred (successful candidate can arrange to acquire ServSafe soon after hire)

Common Competencies

- Mission driven to work with YB's student body
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Love of young people
- Basic Microsoft Office skills
- Basic Google Suite skills
- Good organizational skills and attention to detail
- Good communication skills & solid basic math skills
- Ability to fill out forms, read reports generated by NDS, and identify discrepancies in reports
- Ability to maintain confidential information
- Flexible and open to change in regulations, duties, etc.
- Works well under deadlines
- Ability to lift 30 pounds

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line **NSLP Assistant**

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This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.