



**POSITION TITLE:** Food Service Assistant  
**REPORTS TO:** School Business Administrator  
**CLASSIFICATION:** Full-Time 12-month Employee

### **Mission**

The mission of Albany Leadership Charter School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

### **Values**

College Readiness

Leadership

Empowerment

Accountability

Resolve and Resiliency

### **Vision**

Albany Leadership Charter High School for Girls will be a recognized leader in single-sex secondary education for young women. It will foster a community of scholars dedicated to life-long learning and committed to improving their communities through their pursuit of post-secondary endeavors.

### **Commitment to Excellence**

ALH is a family with the highest of expectations for our daughters, particularly in regards to academic achievement. Our goal is to position our girls so that their senior year can be focused on successfully transitioning to their post-secondary pursuits. If we set the standard, our daughters will rise to the challenge. We emphasize the importance of leadership through scholarship and service. "One leader changes everything" is not just a slogan students hear; it is a belief they are taught to manifest.

### **All Girls**

There are three major advantages for girls who are educated in a single gender school, include: expanded educational opportunity, custom-tailored learning and instruction, and greater autonomy of thought and expression. Single gender schools help to foster an environment where their students



think for themselves and take control of their own lives. By eliminating false gender stereotypes, all female schools can liberate and empower their girls to explore various subjects and pursue excellence in all disciplines. It is for these reasons that ALH believes that the opportunity to experience a single-gender education, should be one that is offered freely to any and all girls who would choose it.

### **Position Description:**

Responsibilities include month-end closing, financial statement preparation, and billing for a small, urban, charter school. Operations responsibilities include asset tagging, technology maintenance, and facility maintenance. Position includes a generous leave policy.

### **Food Service Assistant:**

- Provide services needed to prepare and serve food to students and adults
- Use large and small kitchen equipment
- Follow sanitation rules and regulations as set by the state
- Prepare food according to standardized recipes/instructions
- Portion meal components as instructed
- Perform a variety of clean-up duties in the kitchen, serving area, and other designated areas
- Maintain a friendly and cooperative working environment by assisting coworkers when needed
- Perform other reasonable duties as directed Competencies/Qualifications
- High school diploma
- Qualified Food Handlers certification
- School nutrition training
- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Some experience in institutional food service operations, preferably in a school environment
- State-mandated screening Mental Demands/Physical Demands/Environmental Factors
- Regularly lift and/or move up to ten (10) pounds
- Occasionally lift and/or move up to fifty (50) pounds Work Schedule
- If you have any additional questions please reach out to the School Business Administrator, [rsmith@albanyleadership.org](mailto:rsmith@albanyleadership.org)