



Scope of Work

Title: School Food Operations Contractor(s)

Time Frame: Multi-year contract

Approximate Time Commitment: 800-1000 hours per year

Funding: \$40-65/per hour, depending on experience

The Chef Ann Foundation (CAF) is looking for contracted School Food Operations support to assist in key areas within our programs. Contractors will need to be able to work between 10-20 hours per week working with the team and school partners to support school food operational and programmatic excellence. The ideal candidates will have at least five (5) years experience working in school food operations (in a hands on capacity), an understanding of what schools need to serve healthier food in a scratch cook environment, and a passion for supporting districts nationwide in cooking more food from scratch.

Qualifications:

- Four years of college or equivalent advanced training to qualify for a Bachelor's Degree with a major pertinent to the position requirements: Culinary, Nutrition, Food Service.
- Minimum of (5) five years experience in School Food Service Management with a preference for a cook-from-scratch program
- Serve Safe Certificate; must acquire within 90 days of initial employment
- Advanced knowledge NSLP regulations and keeps up to date on new regulations
- A flexible schedule/s that allows for 10-20 hours per week of contracted work
- A strong writer and editor, with the ability to create and edit content for school food operators
- Proven experience in training school food workers
- The ability to create and run impactful training programs for school food operators
- Experience working in school district(s) in school food operations
- The ability to travel domestically
- Very organized and able to meet targeted outcomes
- Understands and is able to develop fiscal budgets and modeling for school food programs, including advanced knowledge of spreadsheets
- Understands menu planning as it relates to ingredient-based, cook from scratch meal programs
- Understands K-12 recipe/menu software
- Advanced knowledge of recipe writing and testing
- Advanced knowledge of K-12 procurement including RFPs and inventory

Examples of Work:

Technical Expertise

- Answer technical and operational questions regarding USDA regulations, procurement, school food operations, etc.
- Review all operational content on TheLunchBox.org for edits/additions. Write additional content.
- Attend meetings as needed with funders and stakeholders to answer operational questions
- Answer culinary questions related to recipes on TheLunchBox.org (questions may come from CAF staff or TLB users)
- Review recipes on TheLunchBox.org for clarity and consistency. Work with school operations partners for additional testing or review as needed.
- Connect and work with Salad Bar grantees on operational implementation issues.

Programs Support

- Provide onsite and virtual operational expertise and support to [Get Schools Cooking](https://GetSchoolsCooking.org) program recipients to further their transition to a scratch cook operation.
- Support the review of districts' Systems Assistance grant applications for [Get Schools Cooking](https://GetSchoolsCooking.org).
- Support School Food Institute (SFI) Teaching Assistant's work with knowledge of USDA regulations and school food operations
- Work with Program Directors to manage and work with the CAF School Food Operators Advisory Board
- Provide onsite trainings for districts as needed

Communications

- Interview operational partners and schools to generate new content and best practices for The Lunch Box
- Support Real School Food Challenge events with a description of USDA regulations for the general population
- Highlight additional content opportunities on social media and general CAF marketing
- Develop content and presentations for webinars focused on specific areas of school food operations

To Apply

Please submit a cover letter and resume to leslie@chefannfoundation.org with the subject title "CAF School Food Operations Contractor." Position is based in Boulder, CO.

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