POSITION ANNOUNCEMENT: KITCHEN ADMINISTRATOR

Saint Ann’s School seeks a Kitchen Administrator beginning with the 2023-24 school year. The Kitchen Administrator’s time will be split between opening, mid-day, and closing administrative responsibilities in the afternoon. The administrative duties include ordering, as well as reconciling and submitting invoices and monthly expenses. The Kitchen Administrator will also assist in creating and costing weekly menus for lunch and school events.

ABOUT SAINT ANN’S SCHOOL

Since its founding in 1965, Saint Ann’s has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann’s is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann’s is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

Essential Functions

- Maintain organization, cleanliness, sanitation, and safety standards in compliance with regulatory requirements.
- Track waste and other critical cost sensitive components as required by management
- Organize, schedule, and supervise all special event catering in concert with event planner
- Input daily menus in Point of Sale System and system maintenance
- Reconcile invoices to the appropriate cost center
- Collect and prepare invoices for payment on a weekly basis.
- Regularly update and maintain the food service ordering system (MySchoolAccount), including adding new products, updating pricing information
- Ensure accuracy of student data in MySchoolAccount
- Assist and support families in setting up and managing their accounts on the MySchoolAccount platform, addressing any inquiries or concerns they may have related to the use of the system or transactions
- Regularly communicate with families to ensure they review their MySchoolAccount
- Maintain well-organized records and conduct daily reviews of transactions within the MySchoolAccount system
- Correct any errors or discrepancies in the MySchoolAccount system
- Collaborate with the Finance Office to ensure smooth operations and address any invoicing or MySchoolAccount challenges

**PERSONAL AND PROFESSIONAL REQUIREMENTS**

- High School Diploma, G.E.D. accepted / Culinary or Hospitality Degree Preferred
- Qualifying Certificate in Food Protection (NYC)
- A minimum of two years’ experience in food service production
- Ability to work and be productive with minimal supervision
- Ability to work with people at all levels of the organization, parents, volunteers and visitors
- Customer service oriented

*Physical Requirements and Work Environment:*

- Occasionally lift equipment and materials weighing 50 pounds or more
- Crawl, climb ladders, twist, turn and reach while completing a variety of physical duties
- Work outside or inside in hot or cold conditions for extended periods of time
- Work in a wide variety of environments as found in all areas of the school and adjoining buildings
- Work in the extreme temperatures and humid conditions found in a food service kitchen

**COMPENSATION**

This is a full time, seasonal (August to June), non-exempt position with a competitive compensation package including benefits. Salary range of $19.00-$20.50 per hour commensurate with experience.

**TO APPLY**
Interested applicants should email their resume to KitchenAdministrator@saintannsny.org. Position is open until filled. Please indicate how you heard about the position. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of mid August, 2023.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann’s School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person’s actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.

ACCESSIBILITY

The Bosworth Building entrance is accessible with an activation switch outside to open the door without assistance and an elevator goes to all floors except the 13th floor. All-gender restrooms are located on the third, seventh and ninth floors. Single occupancy restrooms are located in the undercroft and on the eleventh floor. Accessible restrooms are located in the undercroft and on the first, third, seventh, ninth, tenth and eleventh floors.