

Coordinator – Facilities & Food Service

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Coordinator of Facilities & Food Service will provide key, on-site direct support to the Chief Operating Officer and indirect support to the Chief Academic Officer and Building Principals.

This is a full-time position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

The Coordinator of Facilities & Food Service is responsible for coordinating the facility operations and all food service operations of both school sites.

Specific responsibilities will include:

Facilities – Elementary & Middle School Campuses

Responsible for ensuring building upkeep, maintenance, and systems, particularly in the following areas:

- Coordinate and oversee building vendors, including HVAC, Plumbing, Security, Maintenance, Landscaping, Snow Removal, and a special emphasis on Custodial.
- Communicates service calls and problems to building leaders
- Monitor the stock level of classroom and workroom supplies; order when needed. Coordinate distribution of deliveries to staff.
- Oversee the summer classroom check-out and check-in processes.
- Check parking lots, sidewalks, and steps before the return of students/staff during inclement weather; ensure cleared and safe areas.
- Provide light maintenance and occasional event/room setup, as needed.
- Act as the "first call" for building alarms.

Food Service – Elementary & Middle School Campuses

Has primary oversight and responsibility of the three meals services (breakfast, lunch, dinner):

- Ensure all aspects of the food service program are in compliance with the NSLP (breakfast/lunch), CACFP (dinner), and state standards.

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- Coordinate and respond to all food-related audit requests.
- Serve as the primary point-of-contact with the school's food vendor as well as the state regulatory agency.
- Coordinate menu planning (including parent involvement and feedback) and the development of the school's "Local Wellness Plan" and "Food Safety Plan."
- Oversee the daily tracking, reporting, and billing systems of the food service program.
- Support the School Office Managers with the maintenance and communication of the "Free & Reduced Lunch" program, as needed.
- Oversee the daily scanning/counting of breakfast/lunch/dinner meals.

Operations Support – Elementary & Middle School Campuses

- Serve as the primary backup for Front Desk coverage in either Office Manager's absence; coordinate and schedule any additional backup personnel.
- Support arrival, dismissal, and emergency drills as needed.
- Responsible for the tracking and distribution of our monthly accounts receivable from families (primarily meals and after-school care/clubs).
- Take part in our financial processes, in compliance with our policies, to make regular cash/check bank deposits and record them appropriately.
- Recording and tracking all incoming credit card payments.

Other

- Actively participating in regular professional development activities, both internal and external.
- Maintaining frequent, sensitive, and effective communication with students, students' families, colleagues, and other school stakeholders.
- Performing other reasonable and necessary duties as assigned.

Key Deliverables for the 2022-2023 Academic Year

1. Oversee and complete the "Summer 2022 Building Reset" program; refine the process for Summer 2023.
2. Create and implement a standard-of-cleaning and monitoring program for our custodial vendor(s).
3. Update and publish "Local Wellness Plan" and "Food Safety Plan."
4. Cross-tie and label all outlets, room lights, and breaker boxes.

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QUALIFICATIONS & TRAITS

The ideal Coordinator of Facilities & Food Service will:

- Have an Associate's Degree (Bachelor's preferred)
- Be passionate about CWC Kansas City's mission and impact on our students and community.
- Demonstrate strong project management skills.
- Be comfortable managing projects at a desk, completing data entry, interacting with students in the hallway, and rolling up sleeves to prepare for a small event – all in a day's work.
- Have extreme attention to detail and a high-level of organization, efficiency, and follow-through.
- Experience working with diverse populations
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community
- Possess maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred.

COMPENSATION & BENEFITS

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

CONTACT

Please apply online through the TalentEd Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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EMPLOYEE VALUE PROPOSITION

| Who We Are | Who You Are |
|---|--|
| <p>We are an intentionally diverse and welcoming community. CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p> | <ul style="list-style-type: none"> You value diversity in all its dimensions and are excited to be part of a school community where that diversity is authentically encouraged and celebrated. You understand that identity is an important part of who we are - for both adults and students. |
| <p>We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p> | <ul style="list-style-type: none"> You know that academic learning is important and have experience helping students develop their social-emotional skills. You understand how to balance academic rigor with the development of the whole child. |
| <p>Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p> | <ul style="list-style-type: none"> You are excited about designing project-based learning experiences for students grounded in their interests, experiences, and identity. You value students constructing their own learning to develop a deeper understanding of the world around them. You embrace creativity and risk-taking in lesson planning. |

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. For teachers, we offer competitive compensation with a starting salary of \$41,000-52,000 (based on experience). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
 - Dental & Vision Insurance
 - Employer-Paid Life Insurance
 - Employer-Paid Short-Term & Long-Term Disability
 - Participation in the KCPSRS retirement pension plan
 - Supplemental, optional Aflac insurance
 - Supplemental, optional 403(b) retirement plan
 - Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.
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