



CHATTANOOGA
GIRLS LEADERSHIP
ACADEMY

UNLOCKING A WORLD OF POSSIBILITY

Job Title: HR/Operations Support Specialist

Position Summary: Responsible for duties directly related to HR, Operations, School Nutrition and Transportation.

Duties & Responsibilities:

Serve as the administrative back up for the Director of HR & Operations.

Human Resources/Operations

- Schedule all prospective candidate interviews
- Attend faculty/staff recruitment fairs
- Complete orientation and onboarding for faculty/staff
- Assist with Student Recruitment efforts

School Nutrition

- Supervise weekly menus and ensure menus are in daily compliance with all State and USDA mandates and guidelines
- Manage all meal scheduling requests through vendor for special events and field trips
- Track all meal counts and daily attendance reports
- Manage all aspects of CEP breakfast and lunch program-process to include collection of all CEP data and corresponding state reporting
- Responsible for site level procurement of vended meals
- Update school website with all required school nutrition information

Transportation

- Local manager for transportation, ensuring ongoing monitoring and proper implementation of contract
- Respond to and resolve routine internal and external inquiries with parents, employees and vendor
- Maintain accurate routes on school website
- Request all transportation needs for student related activities

Knowledge, Skills & Abilities:

- MUST demonstrate advanced skills in Excel
- Ability to maintain confidentiality and exercise discretion.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Strong organizational skills, and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.

Salary: \$35,000 to include benefits and retirement