



Amana Academy is seeking staff with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment with a “We are Crew” mindset. Established in 2005, our demonstrated track record of empowering students to do more than they think possible has resulted in Amana being among the most well-regarded public charter schools in the state of Georgia.

We use the Harvard-based [EL Education](#) model as the foundation for our cross-curricular STEM program powered by design thinking. EL provides a holistic framework for measuring student success, placing as much emphasis on character development and quality craftsmanship as it does on academic achievement.

Our flagship campus is located in Alpharetta and is authorized by Fulton County Schools and the Georgia Department of Education. It is open to students in grades K-8 who reside in the Fulton County Schools district. Our West Atlanta campus, opened in August 2022, is located in Smyrna and is authorized by the State Charter Schools Commission. It serves students in grades K-6 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition-free, public charter schools. .

AMANA ACADEMY, INC. JOB DESCRIPTION

Job Location: Amana Academy North Fulton - Alpharetta Campus
Job Title: School Nutrition Specialist & Parent Liaison
Department: Operations
Reports To: School Principal & Director of Operations
Status: Full Time Exempt
Work Schedule: 210 work days
Start Date: August 2025
Salary Scale: Fulton County School Nutrition Scale, Grade 26, Step based on experience

DOING WORK THAT MATTERS

As a member of the school’s Operations team, this role functions as a specialist of the school nutrition program for the school that provides meals to students and staff that give them fuel for the day. In addition, this role serves as a parent liaison and bilingual support for Amana families.

It is important that the School Nutrition Specialist & Parent Liaison

- Understands the vision of a STEM-themed EL school
- Is passionate about providing a high quality, school nutrition program to all stakeholders
- Has a good working relationship with faculty and parents
- Can communicate effectively with all stakeholders with a goal of building trust and increasing

support and belief in Amana.

The position entails:

- Holding responsibility for the financial and program management, supervision and daily operation of the local school nutrition program at Amana North Fulton.
- Engaging Amana families in the life of the school, building trust and supporting families with connections to deepen their engagement in Amana.
- Providing bilingual support and translation to families in support of staff meetings.

ESSENTIAL DUTIES

- **Manages Compliance** of the School Nutrition Program to ensure alignment with all federal, state and local policies and procedures. Amana is part of the National School Lunch Program and 47% of students receive Title I recognition and support.
- **Maintain Food Control** in partnership with School Nutrition vendor through planning, forecasting, ordering & receiving. Ensure safety procedures are followed at all times. Maintains ServSafe Certification.
- **Ensures financial sustainability** of the School Nutrition program which includes leading contract negotiations, ensuring meal counts are accurate on a daily basis, ensuring Free and Reduced Lunch Forms are collected from every family possible, and managing the daily work of all parties to ensure adherence to financial policies and procedures. Apply for applicable grants that support the work of the School Nutrition Program.
- **Maintains all Equipment** and spaces that belong to the School Nutrition Program. Ensure all equipment is working and inspected on a regular basis.
- **Drive Results** to increase meal participation at all times.
- **Support Families** with bilingual support and translation services when needed.
- **Provide Connection points** to all families, with a goal of increasing family engagement with the school. Build relationships that make Amana an ideal environment for students.

ADDITIONAL RESPONSIBILITIES

- Attends meetings, training workshops and educational conferences to maintain and improve professional competence.
- Demonstrates advanced proficiency with various computer-based software (Microsoft Office, Data Dashboards,, School Nutrition Program software a plus)
- Assists administrators and other staff members in the successful planning and execution of events.
- Prepares adequately for responsibilities to be assumed when absent
- Integrates appropriate technology into work
- Avoids behaviors which detract from staff morale
- Required to work in-person, on-site, during regular business hours and as needed.
- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED (MINIMUM QUALIFICATIONS)

- Deep belief in EL as an ideal model for education
- Education: Bachelor's Degree or beyond from a regionally accredited university required
- Certification/Licensure: ServSafe certification and other School Nutrition training a plus
- Experience: Minimum 5 years professional experience, 3 years of management experience
- Proven communication skills
- Excellent communication skills both orally and in writing
- Excellent organizational skills
- Ability to be flexible and adaptable
- Ability to use problem solving approach
- Ability to develop and deliver training to adult learners
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills
- Ability to follow instructions, both verbal and written
- Ability to lift and carry a minimum of 50lbs

ENVIRONMENT

- **Working Conditions for Amana's Alpharetta campus:**
 - Amana's flagship campus is located in a renovated shopping plaza, minutes from Alpharetta City Center and City Hall
 - The building sits adjacent to 92-acre Wills Park, and teachers are expected to integrate this beautiful resource into daily activities, classroom instruction and expedition work where possible. Amenities include:
 - Walking Trails
 - An outdoor classroom
 - Playgrounds and fields for recess
 - Public art displays
 - Staff must be comfortable working in a fast paced, often standing environment
 - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- **Physical Demands:**
 - Ability to lift and carry 30-50 pounds with assistance
 - Ability to push or pull a maximum of 50 pounds
 - May require stooping or crouching

APPLICATION INSTRUCTIONS: IMPORTANT: Please follow this format for efficient consideration.

1. Email jobs@amanaacademy.org Be sure to put your LAST NAME and TEACHING POSITION you are applying for in the Subject line; eg, "Smith Elementary Classroom Teacher"
2. In the cover letter, indicate how your past experiences connect with EL Education principles (eleducation.org) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.

Amana Academy is an equal opportunity employer. Amana Academy does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.