



## **School Food Solutions Operations and Finance Intern (Paid Position)**

**You Will Be Reporting To:** Chief Operating Officer of School Food Solutions

**Company Overview:** School Food Solutions is an L3C (low-profit limited liability) social enterprise with a mission to help schools implement healthy and economical food programs, especially for predominantly low-income students. The School Food Solutions team has supported schools in several states over the past nine years, and has helped over 50 independent charter schools, CMOs and private schools become School Food Authorities, create and manage RFPs and manage their daily and monthly food service program operations.

We are strong believers in the power of charter schools to improve the lives of children that might not otherwise have a high quality educational option. We understand that first and foremost, charter schools are about raising student achievement. By providing efficient and effective foodservice administration services, we seek to play a small part in helping schools produce better student achievement outcomes for children. We accomplish our mission by providing best-in-class services from an accomplished team that is zealous about great customer service and the highest quality support for our school clients.

**Company Location:** This position will be based out of our New Orleans office with the possibility of some travel Baton Rouge.

**Hours:** Approximately 10-40 hours/week; flexible, depending on availability; potential full time during the summer.

### **Job Description:**

School Food Solutions is looking for a self-starter that works well in a fast-paced, high stakes team environment and is interested in nonprofit management, education, finance, operations, marketing and/or start-ups.

### **Duties include:**

- Creating, distributing, and processing Free and Reduced Lunch Form Applications.
- Receiving and entering student information.
- Supporting school start-up tasks including, but not limited to database maintenance, vendor quotes, client communications and marketing.
- Communicating with families, school staff, and cafeteria staff.
- Managing multiple email accounts and tracking workflow.
- Experience with the Google platform is a must.

All applicants should have impeccable attention to detail and respect for confidentiality. We are looking for quick to learners and students comfortable with technology.

*Interested candidates should forward a letter of interest and resume to introduce themselves and explain their career objectives and current skills and experience. The subject heading of the email should state "School Food Solutions Intern" and be sent to [info@schoolsfoodsolutions.org](mailto:info@schoolsfoodsolutions.org). Candidates should be prepared to complete technical exercises and an in-person interview.*