



Operations Assistant

Overview: Thurgood Marshall Academy (TMA) is a public, nonprofit, law-themed charter school in the District of Columbia that prepares an enrollment of roughly 400 students in grade 9-12 to succeed in college and to actively engage in our democratic society. Applicants can learn more about Thurgood Marshall Academy by visiting the school's website: www.thurgoodmarshallacademy.org.

TMA seeks a Full-Time Operations Assistant to perform administrative, clerical and food service support to the Assistant Director of Operations. As a member of the Operations team, you will report directly to the Assistant Director and will be required to work on special projects that meet the team objective and perform operational duties as assigned.

General Duties and Responsibilities:

Essential Duties:

This position is considered an essential worker and the incumbent will be expected to work at Thurgood Marshall Academy's facility during periods when civil authorities declare only essential workers are to travel to work.

Administrative: Provide support to the Assistant Director of Operations.

- Efficiently manage the day-to-day operations of the office and provide outstanding customer service.
- Manages and maintains databases, determines data to be included and identifies sources of data (either hard copy files or other automated systems); enters and analyzes data, ensures accuracy, and produces reports for the Assistant Director of Operations and others, if needed.
- Support decision-making by providing accurate, relevant and timely information.
- Schedules meetings, including contacting attendees, escorting visitors, securing space and or/arranging for audio and video conferencing.
- Inventory of student textbooks.
- Perform and track follow-up tasks from meetings and engagements as required.
- Maintain files and records.
- Handle confidential and sensitive matters with the utmost discretion.
- Perform other appropriate duties as assigned.

Food Service: Provides support to TMA's food service activities at assigned location by preparing and distributing food items; providing complete and accurate documentation and audit trails for meals served and food items purchased; maintaining food service facilities in a safe and sanitary condition.

- Assists in preparation of food items for student consumption.
- Cleans utensils, equipment, and the storage, food preparation, and serving areas to maintain sanitary conditions.
- Inspects food items and work areas, checking hygiene and proper food temperatures, to prevent food borne illnesses.
- Responds to inquiries of students and staff.
- Complies with health and food safety regulations
- Assists with the kitchen inventory of supplies.
- Assists with the accurate reporting of production records, meal counting and generating reimbursable meal claims.

Knowledge, Skills and Abilities: A fully qualified applicant will possess the following attributes.

- Knowledge of the National School Lunch Program (NSLP)
- Knowledge of food preparation, kitchen operations, and equipment.

- Excellent written and verbal communication skills.
- Strong interpersonal skills, with experience representing an organization via correspondence and in-person interactions.
- Working knowledge of basic computer functions including Microsoft Office Suite (Word, PowerPoint, and Excel), Google Platform Apps; scheduling appointments/updating calendars.
- Ability to do detailed work accurately
- Ability to demonstrate tact, diplomacy and initiative.

Education and Experience: A fully qualified applicant will have evidence of the following credentials.

- Bachelor's Degree (a plus) or;
- High School Diploma with minimum two (2) years' experience including experience providing administrative support in an office setting. Office management experience, a plus.
- Food Handlers or DOH Certified Food Manager Certificate is optimal but not required.

Special Requirement: A skills level assessment will be administered to candidates on Microsoft Word, Excel, and/or PowerPoint.

Compensation and Benefits: This is an entry-level position. Competitive entry-level salary.

Job Type: Full-time

Benefits:

- Retirement
- Life and Health Insurance
- Paid leave and federal holidays

Position is subject to the following background checks: Child Protection, Local and Federal Background Checks

How to Apply: Submit a resume and cover letter to Nora Moore, Assistant Director of Operations at nmoore@tmapchs.org, referencing "Operations Assistant" in the subject line.