



School Food Solutions Operations and Finance Intern (Paid Position)

Job Title: School Food Solutions Operations and Finance Intern

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

Company Services: School Food Solutions is an L3C 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 five years, and has helped over 50 independent charter schools, CMOs and private schools with over 20,000 students become School Food Authorities, create and manage RFPs and manage their daily and monthly foodservice program operations.

School Food Solutions is the sister company to 4th Sector Solutions. 4th Sector provides shared services, including financial management and reporting, operations, start-up, human resources management and facility financing to charter schools and education non-profits currently in Louisiana, New York, Washington DC and Texas.

Company Culture: 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 clients.

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

Hours: Approximately 8-40 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 non-profit management, education, finance, operations, marketing and/or start-ups. Duties include:

- Assisting with the creation of a financial tracking tool for School Food Authorities.
- Analyzing invoices and revenue data to make recommendations and develop an end of year report for SFS clients.
- Supporting school start-up tasks including, but not limited to database maintenance, vendor quotes, client communications and marketing.
- Creating, distributing, and processing Free and Reduced Lunch Form Applications.
- Receiving and entering student information.
- Communicating with families, school staff, school leaders, and cafeteria staff.
- Attending principal and management meetings.
- Strong Excel skills are a must.
- All applicants should have impeccable attention to detail and respect for confidentiality.

How to submit a letter of interest: 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.