



Mālama Honua Public Charter School

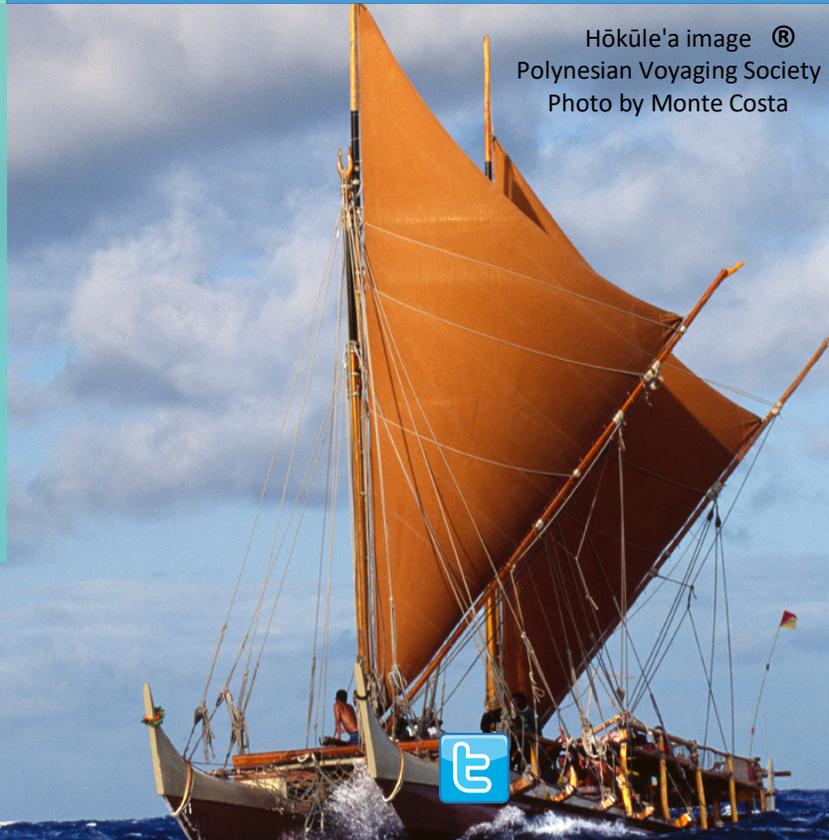
Now Accepting Applications

- ❖ Mālama. The value of mālama (to care for) defines the school's mission, program, expectations, and culture. We work with 'ohana to guide students in charting a successful course through life and to provide personalized attention to each student's well-being, achievement, passions and fulfillment.
- ❖ Comprehensive Educational Program. Rigorous curriculum that integrates indigenous cultural values with 21st century skills, using place-based, project-based and 'āina-based approaches.
- ❖ Traditional Wayfinding. Navigation sites around Maunalua Bay serve as sacred learning areas for observing and learning from the natural world. Students expand their learning through expeditions in their community and remotely on voyaging wa'a.
- ❖ Mind of the Navigator. Students navigate the challenges and opportunities in the world, and their own lives, with fluency, confidence and compassion.
- ❖ Collaboration. We are a gathering place for other schools and community organizations to share knowledge and best practices.

Application for:

*SY 2019-2020
'Ai Pono Food Director for
MHPCS and Hale Kealoha*

Hōkūle'a image ®
Polynesian Voyaging Society
Photo by Monte Costa



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'Ai Pono Food Director

Job Summary

Director of Food Services applies professional knowledge, ethics, and administrative skills in developing and directing a comprehensive school food service program for the Hale Kealoha Ai Pono Schools in compliance with federal and state laws and regulations, and local and state health ordinances policies.

Director of Food Services employs exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with FSD, staff, students, purveyors, farmers, and teachers, as well as all of the stakeholders.

S/he oversees the implementation of the Farm-to-Cafeteria model by finding innovative ways to keep the school meal programs supplied with fresh, seasonal, organic, and/or sustainably grown produce and products, by building partnerships between the school district and regional agriculture.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Evaluates and incorporates appropriate and to the greatest extent possible locally sourced foods from USDA commodity program into weekly menu plan.
2. Develops and recommends changes to food service program policies and procedures, with a special focus on local farm collaboration and 'ai pono practices.
3. Serves as liaison between Hale Kealoha, school administrators, local farmers, and the food service administrative staff in the management and operation of the Food Services program.
4. Prepares and administers the food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
5. Analyzes food service operations and financial statements and takes corrective action.
6. Makes recommendations for facility design and layout for renovation and new food service facility construction projects.
7. Applies principles of management and productivity in utilizing staffing formulas and establishing production standards.
8. Knowledge of and ability to translate knowledge of sustainable food preparation, recipes and menus and utilize them in the ongoing implementation of the program.
9. Ensures that recipes are strictly adhered to, and that foods served are of the highest nutritional quality and taste standards.
10. Directs the development of standards for the operation of quality food service programs.

11. Directs the development of specifications for food, related supplies, and equipment.
12. Responsible for the procurement and maintenance of all related capital equipment and fixed assets.
13. Approves the procurement of products and supplies.
14. Collaborates with Hale Kealoha and other consultants in the creation and implementation of professional development of staff training activities for food service personnel and teachers around policy as well as ai pono education.
15. Directs the development of public information materials and media releases pertaining to school food service programs and meets with students, teachers, parents, vendors, employees, and community groups to market school food service programs.
16. Communicates the policies, procedures, goals and objectives of the FSD.
17. Manages assigned teams in the development, design, review, implementation and periodic reevaluation of project plans and strategies to support the achievement of the departmental goals and objectives.
18. Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
19. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
20. Excellent verbal, written, and interpersonal communication skills.

Education and Related Work Experience

- To qualify for this position, an individual must possess any combination of experience and education that would insure being able to meet and fulfill job requirements; including Culinary Degree from a certified institution, Bachelor's Degree or higher in Food and Nutrition, Institutional Management, Business Administration, or related field. Master's degree preferred, and extensive experience in the fields of food service system management at the executive level, nutrition, and sustainable agriculture.
- Sufficient experience with food service management with an emphasis on a sustainable model that includes: menu planning, food procurement, staff training and supervision, and serving nutritious, tasty, and appealing from-*scratch* meals in a commercial or institutional environment, *preferably* to include experience with USDA Child Nutrition Standards and compliance.

Licenses, Registrations or Certifications

- Valid Hawaii Driver's License
- Valid Food Handler's Certificate

Technical Skills, Knowledge & Abilities

- Knowledge of procedures, policies, practices and methods of food service operation.

- Knowledge of (and ability to translate knowledge) of sustainable food preparation, recipes and menus.
- Knowledge of local, State and Federal regulations regarding school food services nutritional standards, dietary guidelines and reporting requirements.
- Knowledge of facilities management and maintenance: Facility designs, food and equipment specification, warehouse and central production facility operation, profit and loss analysis and procurement procedures.
- Knowledge of technical computer applications including Microsoft Word, Excel, Access, Outlook as well as working knowledge of K-12 food service software systems. operating application management, point of sale, and back office management systems (proficient.)
- Knowledge of all Federal, State and City health, sanitation and safety policies, laws and guidelines as they relate to food service preparation.
- Ability to direct, lead and communicate
- Ability to work with diverse community partnerships
- Ability to supervise and train
- Ability to manage district-wide maintenance
- Ability to prepare and administer budgets and reports

Physical Demands

- Ability to smell, taste and feel, in order to determine quality of raw and prepared food products
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks
- Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
- Ability to read small print
- Ability to stand for long periods
- Ability to walk long distances
- Ability to lift, push and/or pull objects, which may approximate 50 pounds
- Ability to work with, and in the proximity of, equipment with moving mechanical parts
- Ability to work in an inside environment
- May be required to work around loud noise

Work Environment

Not substantially exposed to adverse environmental conditions.

Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.



MĀLAMA HONUUA CHARTER SCHOOL

‘Ai Pono Food Director

The Mālama Honua Public Charter School (MHPCS) opened its doors in August 2014 as a public charter school committed to providing the students of Hawai‘i a rigorous, values-based, and place-based education. MHPCS stands to provide the community with a school dedicated to indigenous cultural values that nourish goodness; in addition to helping students develop into wise, compassionate navigators of their learning, lives and 21st century global world. The school’s establishment is a partnership between the Hawaiian Educational Council (HEC) and Polynesian Voyaging Society (PVS), and has opened grades K-3 but gradually expand so that it eventually serves students through grade 12. A recently launched teachers’ institute, affiliated with MHPCS, will help Hawai‘i’s educators and leaders cultivate new skills in themselves and their students – new ways of learning and doing that will help our global society advance in a positive direction. The MHPCS search committee is looking for transformative educators to serve as the school’s founding teaching team and provide leadership for both the remarkable opportunities and challenges inherent in this unique start-up position.

Application Procedures

Interested candidates should submit the following materials –

- (1) Cover Letter
- (2) Resume
- (3) Written Response to the following questions through a statement of interest:
 1. What gifts do you bring to MHPCS?
 2. Share one example of how you incorporated community/cultural resources into your work.
How did this experience create an authentic learning experience in the community?

*Limit your responses to no more than 3 pages, single-spaced, 12 pt font, with 1 inch margins

- (4) List of References with contact information (references will be contacted only with the candidate’s permission) – as pdf or MS-Word attachments in one email to:

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