

## **K-12 Food Waste Diversion/Compost Program Manager**

### **General Function and Scope**

K-12 Food Waste Diversion/Compost Program Manager performs a variety of job functions essential to the successful planning and operation of the local school composting program. The K-12 food waste diversion/compost program manager works under the supervision of QPS Director of School Nutrition and in partnership with the City's compost task force team to provide professional excellence in a supportive working environment that educates and empowers students and faculty to learn the process of composting.

**Start Date: Late Summer/Fall 2022**

**Hours/Times: 16 hrs/week; including ~3 hours a day/4 days a week (Mon, Tues, Thurs, Fri) between ~10 AM – 2 PM onsite**

**Compensation: \$25/hour**

**Duration: September 1 to June 16**

**Location: Work is on-site during lunchtime, initially at Bernazzani Elementary School, and then moves to Montclair ES. Some work can be done remotely.**

**Apply to: Sara Dufour, QPS Director of School Nutrition, [saradufour@quincypublicschools.com](mailto:saradufour@quincypublicschools.com); 617-984-8768**

### **Essential Functional Areas of Responsibilities**

- Conduct tray waste audits per location with data analysis
- Prepare compost guidelines
- Plan and execute a presentation for the pilot compost program and amend/re-evaluate presentation for each location
- Plan and conduct compost training for students, custodians, school nutrition staff, and faculty
- Create a training plan for families, for students to participate at home
- Organize and lead bi-monthly meetings with QPS Nutrition Director, City Sustainability Director, and City Recycling Manager to discuss progress and plans
- Create and distribute flyers, social media posts, pamphlets, lesson plans, and a compost demonstration board for the cafeteria
- Oversee assembly of equipment, compost set-up, as needed
- Be present in the cafeteria during lunch for demonstrations, provide assistance, examine trash versus compost, and evaluate effectiveness
- Plan Earth Day event by creating flyers, invitations, presentation, and press release and follow-up with post event results.
- Repeat all above tasks for each school

### **Sanitation and Safety**

- Maintains an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards.
- Maintains a safe facility for performance of work

### **Professional Excellence**

- Directly reports to the QPS Director of School Nutrition
- Maintains quality standards for the presentation and service in a pleasant environment.
- Respects the authority of the principal at appointed school.
- Performs all duties and responsibilities in an ethical and professional manner.
- Communicates effectively administration, principal, and faculty, and compost taskforce team
- Demonstrates knowledgeable leadership in sustainability

### **Qualifications:**

- Previous experience working in an office environment
- Proficiency in Excel, Word, PowerPoint, Social media sites
- Excellent writing and verbal communication skills
- Ability to work independently and a wide variety of tasks simultaneously
- Access to reliable transportation
- Passion for sustainability
- Ability to pass CORI check and Statewide Applicant Fingerprint Identification System