



## School Nutrition

Cleveland Metropolitan School District

Operations Division

School Nutrition

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School Nutrition Internship Program

June 2022

### School Nutrition Department at Cleveland Metropolitan School District

Our Vision: To nourish and educate our scholars and staff.

Our Mission: To ensure that each scholar receives prompt, professional and courteous service, a nutritious meal or snack, and practical nutrition education.

Our Core Values:

We will collaborate, build relationships and work as a team,

We will set the standard for quality service.

We will commit to professional development.

We will act with compassion and integrity.

We will communicate effectively.

We will be innovative with our ideas and services.

## School Nutrition Staffing Internship

### Position Description:

- Assists with interviews and screening candidates for hire
- Assists with onboarding processes for new hires
- Assists with recruitment for high turnover roles
- Assists with developing strategies for employee retention
- Assists with receiving correspondence from employees calling off work. Assists with staffing each school with substitute employees where needed daily
- Assists with substitute evaluations
- Assists with Internal postings, transitions, and promotions
- Special projects and other duties as assigned

### Qualifications/Requirements (Please allow 6-8 weeks for on-boarding)

-High School Diploma

-Good oral and written communication skills

-Valid drivers license and reliable transportation

-Pass background check and drug test

### Deadline/Time Frame:

We accept inquiries on an on-going basis and the time frame can be determined by the intern

Compensation: TBD

Please send any inquiries to Mallory via email at [Mallory.Packard@clevelandmetroschools.org](mailto:Mallory.Packard@clevelandmetroschools.org)