

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ~~ELEMENTARY/MIDDLE~~ MANAGER SERVICES SPECIALIST

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Required Qualifications:

- High school diploma or ~~equivalent~~ General Education Diploma (GED).
- ~~Must have a minimum of~~ Minimum three (3) years of institutional experience in quantity food preparation experience and/or food service management experience with a minimum of two (2) years supervisory experience.
- ~~Must be able to~~ Lift as required by this position.
- ~~Have the Ability to~~ operate a computer ~~and calculator~~ with basic computer and Microsoft program knowledge.
- ~~Must have a thorough knowledge of sanitation and safety for the preparation and handling of food~~
- ~~Must have a~~ Valid Florida driver's license.
- ~~Successful completion of the County Manager Training Program or equivalent~~
- Have good Management and organizational skills.
- Valid Food Safety certification or agreement to obtain within 6-months of employment.

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Desired Qualifications:

- ~~Two (2) approved food service classes successfully completed prior to the end of the 3rd year of school food service employment~~
- ~~School Nutrition Association Level 2 Certification~~
- Associate's degree in culinary arts, food service management or related field.
- Certified Dietary Manager or related certification in food service.

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Performance Responsibilities:

- Assist in the ~~Evaluateion~~ of food service employees ~~team members~~ in their job responsibilities. complete mid-year and end of year evaluations with support, assistance and guidance from Operations Manager.
- Assist with employee coaching and discipline as needed with support, assistance, and guidance from the Operations Manager.
- Assist with ~~Oversee~~ Orienting, training and the development of employees Food and Nutrition Services Team Members.
- Collaborate with the ~~school administration~~ Operations Manager in the selection, documentation and termination of employees.
- Coordinate, set up, food production and service of special functions as requested.
- Work with the school administration on student issues/concerns.
- ~~Set standard for employees:~~ Follow FNS Standard Operating Procedures for Team Member's personal hygiene, dress code and work habits.
- Assist with the Planning, developing, implementing and monitoring of team members work schedules.

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Food and Nutrition Services Senior Team Leader Specialist

- Attend ~~manager~~ Specialist meetings.
- Report all accidents immediately.
- Participate and promote ~~inservice~~in-service training opportunities.
- Plan and coordinate all food production and service.
- Prepare food, supply and small equipment orders.
- Monitor deliveries and sign invoices.
- Account for the daily collection, counting and depositing of money.
- ~~Submit requisitions for repairs and supplies.~~
- Assist in implementing district in-services that pertain to the training of Food and Nutrition team members.
- Review, verify and ~~compile~~ approve payroll.
- Monitor and compile monthly inventory of food, non-food and commodities.
- Monitor the condition, inventory and warranty of all equipment. Ensure all team members are trained on all equipment and can demonstrate proficiency.

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Food and Nutrition Services Senior Team Leader Specialist

- Keep accurate records as required by the ~~State Department of Education, United States Department of Agriculture and the District Office~~ state, local and federal regulations.
- Develop and coordinate a la carte offerings.
- Operate a motor vehicle as required by the position.
- ~~Perform job responsibilities with sustained focus and attention to detail for extended periods of time.~~
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

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Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to ~~the principal and the Director of Food and Nutrition~~ the Food and Nutrition Services Operation Manager and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Food and Nutrition~~ Food and Nutrition Operation Manager and/or designee with input from the School Principal.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

76013

Revised: 06/19/01, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 6/7/11

Food and Nutrition Services Senior Team Leader Specialist

Food and Nutrition Elementary/Middle Manager

Food and Nutrition Services Senior Team Leader Specialist