

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ~~ASSISTANT MANAGER~~ SERVICES ASSISTANT SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- ~~Must be able to~~ Lift as required by this position.
- ~~Must have two (2) years~~ **Three (3) years** of experience of institutional quantity food preparation experience, **and food service management** ~~or met the requirements of Food and Nutrition Assistant III~~
- ~~Have good~~ Management and organizational skills.
- ~~Have the Ability to operate a computer and calculator.~~ **With basic computer and Microsoft program knowledge.**
- **Valid Florida driver's license.**
- **Food Safety certified or agreement to obtain within 6-months of employment.**

Desired Qualifications:

- ~~Recommendations from the current Food Service Manager (if applicable)~~
- ~~Successful completion of the Production Specialist Training Class (if applicable)~~
- **Management/supervisory experience in commercial or non-commercial food service.**
- **Recommendation from current Food Service Specialist (if applicable).**

Performance Responsibilities:

- Complete and post daily work schedules for ~~employees.~~ **Team members.**
 - Preplan and complete daily food production records.
 - **Complete daily bulk entries as needed.**
 - Compare daily production records to daily ~~Sales and Meal Count~~ **Building and Sales Report.**
 - Ensure that new recipes are tested prior to offering the item on the menu.
 - Ensure the use of standardize recipes/portions.
 - Assist in the preparation of meals.
 - Inspect all food to ensure quality criteria are met before being served.
 - Train staff to ensure efficiency in all work areas of food service.
 - Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served.
 - Ensure quality customer service.
 - Ensure that the cashier is using approved accountability procedures.
 - Ensure temperatures are taken and documented at the beginning of and during service.
 - Ensure that food is "batch-cooked" and replenished in a timely manner.
 - Assist in the handling of customer problems and complaints.
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- Assist with the procurement of supplies and inventory.
 - Demonstrate proficiency in cashiering, operating, and caring for all equipment.

- Assist ~~manager~~ Specialist as assigned.
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures.
- Attend mandatory Inservice training.
- Ensure the completion and expectations of the daily work schedule are met by staff.
- ~~Participate in the interview and hiring process.~~
- **Perform job responsibilities with sustained focus and attention to detail for extended periods of time.**
- Perform other duties as assigned by the Food and Nutrition ~~Services Manager~~ ~~Team Leader~~ Specialist and/or designee.

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 Food and Nutrition ~~Services Manager~~ ~~Team Leader~~ Specialist and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition ~~Services Operations Manager~~, ~~Manager~~ ~~Team Leader~~ Specialist and/or administrative designee.

Terms of Employment:

10-month employment

Salary:

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

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

