

## **Hernando County School Board Florida**

FLSA: Non-Exempt, Union

<b>FOOD AND NUTRITION SERVICES LEAD ASSOCIATE</b>
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### **Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- Three (3) years of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during those years and no disciplinary action pending*).
- Current Food Safety Certificate.
- Demonstrate knowledge and proficiency of Point-of-Sale system.
- Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.
- Demonstrate knowledge and proficiency of all positions within assigned cafeteria/kitchen.
- Demonstrate knowledge and proficiency of inventory, ordering and receiving standard operating procedures.
- Customer service oriented.
- Management and organization skills.
- Experience in producing satisfactory meals in accordance with pre-planned menus.
- Work in harmony with students, teachers, and co-workers.
- Exhibit quickness of motion.
- Work at an appropriate pace and in a sustained manner.
- Relate to students.
- Possess a valid Florida driver's license.
- Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.
- Recommendation from current Food and Nutrition Services Specialist (if applicable).

### **Performance Responsibilities:**

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school related activities require.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning related kitchen duties as required, which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- Assist the Assistant Specialist as assigned.
- Attend training as required.
- Perform other duties as assigned by the assigned Food and Nutrition Services 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 assigned Food and Nutrition Services Specialist and/or designee.

**Evaluation:**

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

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level K

**Job Code:**

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23