

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

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| <b>FOOD AND NUTRITION SUMMER MULTI-SITE LEAD <del>ASSOCIATE ASSISTANT</del>/ SUMMER</b> |
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED).
- ~~Lift as required by this position~~
- Customer service oriented with a pleasant, ~~helpful~~helpful, and courteous attitude.
- Ability to work at a fast pace in a sustained manner.
- ~~Ability to~~ Relate to students
- Current ~~Manager, Dual Assistant Manager or Assistant Manager~~ Specialist or Assistant Specialist.
- ~~Excellent management and organizational skills~~
- Basic knowledge of ~~TERMS (warehouse ordering), food service software, district Email and Word programs~~ warehouse ordering system, basic Microsoft programs, and current food service ordering programs.
- Must possess a valid Florida driver's license.

**Performance Responsibilities:**

- Responsible for all aspects of planning, preparing and dispensing food in a safe, sanitary and customer friendly environment to multiple locations.
- Ensure compliance with all local, state and federal guidelines
- Ensure compliance to ~~all Hernando County School Board and Food and Nutrition Services policies and procedures~~ standard operating procedures.
- Work in conjunction with the all site coordinators to manage food deliveries and meal service.
- Supervise food production and packaging for multiple sites and service.
- Work with site coordinator and site administration regarding issues.
- Enforce established guidelines regarding employee personal hygiene, dress code and work habits.
- Develop, implement and post daily work schedules. ~~for reference~~
- Coordinate and execute the planning, preparation and delivery of food for satellite feeding sites.
- Report all accidents/incidents to school administration and the Director of Food Service. ~~immediately~~
- Plan, prepare and order supplies needed to complete daily duties.
- Receive, inspect and sign for deliveries.
- Compile and submit daily site counts for multiple sites.
- Document, ~~verify~~ and submit payroll.
- ~~Compile and submit summer inventory of foods and non food items~~ Complete summer inventory for all applicable sites.
- Responsible for the care and maintenance of all equipment.
- Ensure accurate records as required by the State Department of Education and District Office are maintained.
- Attend summer training as required.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

Food and Nutrition Services Summer Multi-Site Lead Assistant/Summer Monitor

**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.

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**Reports to:**

Reports directly to the Director of Food and Nutrition and/or designee.

**Terms of Employment:**

Temporary summer position.

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level Y

**Job Code:**

76013

Board Approved: 07/25/06

Revised: 01/20/09, 09/06/11, 08/08/17