

**Hernando County School Board
Florida**

FLSA: Exempt, Union

FOOD AND NUTRITION SERVICES LEADERSHIP INTERN
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Lift as required by this position.
- One year of experience in food service management.
- Management and organizational skills.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Food Safety certified or agreement to obtain within 6-months of internship.

Desired Qualifications:

- Management/supervisory experience in commercial or non-commercial food service.
- Recommendation from current Food Service Specialist (if applicable).

Performance Responsibilities:

This is a one-year position to prepare the incumbent to perform food service managerial and supervisory duties operating a school cafeteria in a large school system. Learns all aspects of food service management, federal, state and local standards including board policies to prepare the individual for a leadership role.

- Complete intern assignments as per established curriculum including assignments and projects, ensuring deadlines are met. Complete coursework by established deadline
- Rotate every six weeks to experience food service operations and opportunities within the high school, middle school, K8 and elementary setting.
- Learn current food service software system as it relates to menus, production records, recipes, food ordering and inventory.
- Learn to complete monthly financial information as it relates to food service.
- Develop relationships with school team and administrators throughout rotations.
- Assist the Specialist with computer and other technical skills/competencies to ensure the operation of the school-level food services program.
- Assist with food production and service of breakfast, lunch, snack and supper programs.
- Learn to maintain high standards in sanitation, safety, and use/care of equipment.
- Learn procedures for the purchase of all food and supplies.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education
- Adhere to safety regulations and guidelines.
- May assist new Food and Nutrition Services employees in becoming familiar with their assignments.

- Attend mandatory Inservice training.
- 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 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 Team Development/Marketing Manager and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services Team Development/Marketing Manager and/or designee.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Non-Instructional Level H

Job Code:

76010

Board Approved:

Revised:

Food and Nutrition Services Intern