

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

**FOOD AND NUTRITION SERVICES (FNS) TEAM DEVELOPMENT/MARKETING
PROGRAM MANAGER**

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Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, ~~institutional food management, business or a related field, marketing, training, business management, or related field.~~
- ~~Minimum of~~ Three (3) years of experience in school food service ~~management, food service operations management, nutrition, finance, team development, marketing/grants management, or a related field.~~
- ~~Ability to communicate effectively in written and oral form.~~
- ~~Ability to operate a computer with basic computer, Microsoft program knowledge.~~
- ~~Management and organizational skills.~~
- ~~Valid Food Safety Certificate.~~
- ~~Must possess a valid Florida Driver's License.~~

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Desired Qualifications:

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- ~~Master's Degree in Marketing, Training, Development or related field.~~
- ~~Experience with learning management systems or related technological software.~~
- School Nutrition Specialist credentialed with the School Nutrition Association
- School Nutrition Association active membership
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Experience with K-12 distribution operations.
- Experience with food service automation systems.
- Experience with current database and marketing technologies.
- Experience with K-12 school food service in a school system.
- Experience programming and maintaining database systems, Microsoft Office software, publication design, editing, and copyright law knowledge.
- Experience training, developing, and forecasting professional development programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience in a managerial/or supervisory capacity.

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Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- ~~Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.~~
- ~~Monitor and update the department's HACCP-based food safety and sanitation program that meets federal, state and local regulations.~~
- ~~Develop food quality standards to assist staff in evaluating menu items prior to service.~~

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~~and establish and communicate quality customer service standards to staff.~~

- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- ~~Conduct site reviews to ensure compliance with health and safety regulations established by federal, state, and local agencies.~~
- ~~Ensure all food safety inspection deficiencies are addressed competently and in a timely manner.~~
- Work with RD to develop and evaluate training
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- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- ~~Assist school food service managers with establishing participation goals, achieving benchmark goals, and determining staffing plans following district’s established guidelines.~~
- ~~Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.~~
- ~~Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.~~
- ~~Conduct PreK/Headstart classroom site visits to determine compliance with nutritional standards as required.~~
- ~~Plan, organize, staff, and monitor activities related to the Summer Feeding Program.~~
- ~~Plan, organize, and manage activities related to the hiring and professional development of all school FNS personnel; and supervise, evaluate, train, and delegate work to appropriate staff, including FNS relief workers.~~
- ~~Work with human resources personnel to recruit personnel and monitor professional development and certification requirements for job advancement.~~
- Assist in the Developing, coordinateing, and overseeing of the the management internship and leadership development programs for FNS personnel with the Director, Assistant Director and RD.
- Assist in the Coordinateing FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- ~~Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based management.~~
- Recommend annual budgetary items for training and team development.
- Plan, organize, and manage activities related to marketing strategies, the application and administration of grants, and quality assurance processes for the department; and supervise, evaluate, train, and delegate work to appropriate staff.
- Assist in the ~~Coordinat~~Coordinatione of the strategic development process, aligning department communication, marketing, and professional development goals with the District’s vision.
- Work with communications personnel to manage the department website and ensure all marketing and communication efforts are consistent with district guidelines and policies.
- Prepare and/or assist with department and ~~school-based~~school based FNS program grant applications and assist with related budget administration.
- Coordinate. Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- ~~Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.~~
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; training and evaluation of performance.
- Perform other duties as assigned.
- Coordinate FNS ServSafe or equivalent certification for FNS staff.
- Coordinate training and professional development for all FNS staff.
- Execute training as required.
- Educate parents and teachers about the Food and Nutrition Program.
- Respond to requests for guest speakers or information on nutrition, training, or staff development

Food and Nutrition Services (FNS) Team Development/Marketing Program Manager

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topics.

- Act as a liaison between the district and other organizations to promote the Food and Nutrition Program.
- Organize and plan marketing initiatives including social media and other digital platforms.
- Assist in the participation of school career fairs, health fairs and other related programs.
- Serve as a resource in implementing activities that contribute to the increasing participation of school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

Reports to:

Reports directly to ~~the Director of Food and Nutrition Services~~ The FNS Nutrition Wellness Coordinator and/or designee

Evaluations:

Annual evaluation done by the ~~Director of Food and Nutrition Services~~ FNS Nutrition Wellness Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

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

Job Code:

76013

Board Approved: 08/08/17

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