

# **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

## **FOOD AND NUTRITION SERVICES SPECIALIST**

### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Minimum three (3) years of quantity food experience and/or food service management experience with a minimum of two (2) years supervisory experience.
- Lift as required by this position.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Management and organizational skills.
- Valid Food Safety certification or agreement to obtain within 6-months of employment.

### **Desired Qualifications:**

- Associate's degree in culinary arts, food service management or related field.
- Certified Dietary Manager or related certification in food service.

### **Performance Responsibilities:**

- Assist in the evaluation of food service team members in their job responsibilities, complete mid-year and end of year evaluations with support, assistance, and guidance from Operations Manager.
- Assist with employee coaching and discipline as needed with support, assistance and guidance from the Operations Manager.
- Assist with orienting, training and the development of Food and Nutrition Services Team Members.
- Collaborate with the Operations Manager in the selection, documentation, and termination of employees.
- Coordinate, set up, food production and service of special functions as requested.
- Work with the school administration on student issues/concerns.
- Follow FNS Standard Operating Procedures for Team Member's personal hygiene, dress code and work habits.
- Assist with the planning, developing, implementing, and monitoring of team members work schedules.
- Attend Specialist meetings.
- Report all accidents immediately.
- Participate and promote in-service training opportunities.
- Plan and coordinate all food production and service.
- Prepare food, supply, and small equipment orders.
- Monitor deliveries and sign invoices.
- Account for the daily collection, counting and depositing of money.
- Submit requisitions for repairs and supplies.
- Assist in implementing district in-services that pertain to the training of Food and Nutrition team members.
- Review, verify and approve payroll.

- Monitor and compile monthly inventory of food, non-food, and commodities.
- Monitor the condition, inventory, and warranty of all equipment. Ensure all team members are trained on all equipment and can demonstrate proficiency.
- Keep accurate records as required by state, local and federal regulations.
- Develop and coordinate a la carte offerings.
- Operate a motor vehicle as required by the position.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Director of Food and Nutrition 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 Operation Manager and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Operation Manager and/or designee with input from the School Principal.

**Terms of Employment:**

10-month employment

**Salary:**

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

**Job Code:**

76013

Revised: 06/19/01, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 6/7/11