

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

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

Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, marketing, training, business management, or related field.
- Minimum of Three (3) years of experience in school food service management, food service operations management, 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.

Desired Qualifications:

- 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.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop procedures for measuring and evaluating delivery systems, appearance, and efficiency of serving area and serving techniques.

- Work with RD to develop and evaluate training.
- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- Assist in the developing, coordinating, and overseeing the internship and leadership development programs for FNS personnel with the Director, Assistant Director and the RD.
- Assist in coordinating FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- 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 coordination 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 FNS program grant applications and assist with related budget administration.
- 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; 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 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 ~~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.

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

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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