

Hernando County School Board Florida

FLSA: Non-Exempt, Union

FOOD AND NUTRITION SERVICES LEAD ASSOCIATE

Required Qualifications:

- High school diploma or General Education Diploma (GED).
- Three (3) years of experience in Hernando County Food and Nutrition Services Department (*with satisfactory evaluations during those years and no disciplinary action pending*).
- **Current Food Safety** Certificate.
- Demonstrate knowledge **and proficiency** of Point-of-Sale system.
- **Demonstrate knowledge and proficiency of current software system as it relates to production records: pre-planning, data, and bulk entry.**
- **Demonstrate knowledge and proficiency of all positions within assigned cafeteria/kitchen.**
- **Demonstrate knowledge and proficiency** of inventory, ordering and receiving **standard operating procedures.**
- Customer service oriented.
- **Management and organization skills.**
- Experience in **producing** satisfactory meals in accordance with pre-planned menus.
- **Work** in harmony with students, teachers, and co-workers.
- **Exhibit** quickness of motion.
- Work at an appropriate pace and in a sustained manner.
- **Relate** to students.
- Possess a valid Florida driver's license.
- **Ability to assume responsibility of operations in the absence of the FNS Specialist and the FNS Assistant Specialist.**
- **Recommendation from current Food and Nutrition Services Specialist (if applicable).**

Performance Responsibilities:

- Prepare food according to standardized recipes, manufacturer instruction and production records.
- Serve customers in a friendly and helpful manner as school related activities require.
- Observe all safety/HACCP requirements and policies.
- Perform cleaning related kitchen duties as required, which may include such as care for and clean equipment, kitchen facilities, bathrooms, storerooms, laundry rooms, vans, dock area, freezers and coolers.
- **Assist the Assistant Specialist as assigned.**
- Attend training as required.
- Perform other duties as assigned by the assigned **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 assigned Food and Nutrition Services Specialist and/or designee.

Evaluation:

Annual evaluation done by the assigned Food and Nutrition Services Operations Manager, Specialist and/or administrative designee.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level K

Job Code:

76023

Board Approved: 07/25/06

Revised: 01/20/09, 05/17/11, 09/06/11, 06/28/22, 10/10/23, 11/14/23