

Restructuring of the Food and Nutrition Services Department HUSW Positions

Current Position	Salary Structure	Proposed Position	Explanation
Food and Nutrition Services Technician I, II, III	Level III salary is Non-instructional Y \$19.55	Updated JD and title change to Food and Nutrition Services Technician	Eliminate the structure of I,II, and III Salary structure Non-instruct Y
Food and Nutrition Services Assistant	Non-instructional- A \$16.85	Updated JD. Title changes to Food and Nutrition Services Associate	No eliminated positions
Food and Nutrition Services Assistant I	Non-instructional- D \$17.15	Staying on current job description	Eliminate through attrition
Food and Nutrition Services Assistant II	Non-instructional- H \$17.45	Staying on current job description	Eliminate through attrition
Food and Nutrition Services Assistant III	Non-instructional- K \$18.00	Updated JD. Title changes to Food and Nutrition Services Lead Associate	No eliminated positions
	Non-instructional – H \$17.45 Upon successful graduation will move to salary Non-instruction- K \$18.00	Food and Nutrition Services Leadership Intern (NEW) 4 spots One year career opportunity to rotate through HS, MS, K8 and Elementary to learn all aspects of food service management.	Opportunity for career growth/pathway. One year internship. Internal applicants only. Internal application mechanism. Upon graduation, meets qualifications for FNS Lead Associate or management positions.
	Internal application for food and nutrition employees that have completed the internship Non-instruction – M \$18.20	Food and Nutrition Services Lead Training Associate (NEW)	Must have completed the one-year internship program to qualify. Internal mechanism for internal applicants only <u>Up to, but not to exceed 4-trainers</u>

1. The current position of Food and Nutrition Services Technician III includes knowledge of all levels. We are interested in eliminating the I, II, & III structure and updating the position to **Food and Nutrition Services Technician**. Provide professional development as it relates to the position. Recently our technician went to training regarding the ovens.
2. Current Food and Nutrition Assistants job description updates and title change to **Food and Nutrition Services Associate**. No salary changes.

3. Current Food and Nutrition Assistants Level I and II would remain in their same job description with no changes. Eliminate the structure through attrition. No salary changes. The lifting requirement was missing from the original job descriptions, and we have added that back on. Currently we have 18- employees on level I at a salary range of \$17.55 - \$22.55. And 17- employees on Level II at a salary range of \$17.85 to \$23.45.
4. Current Food and Nutrition Assistants III job description updates and title change to **Food and Nutrition Services Lead Associate**. No salary changes. Currently we have 8- employees on Level III with a salary range of \$18.40-23.20.
5. Career pathway into leadership positions, part of succession planning: One year internship as a **Food and Nutrition Services Leadership Intern**. Positions would be for internal FNS employees only. The criteria include a HS diploma, or GED, at least one year of food service experience, and a letter of recommendation from the current supervisor. Applicants will be interviewed. There is no external mechanism (not through enterprise). **4- interns will be accepted every school year into the Leadership Academy**, rotate every six weeks through high school, middle school, k8, and elementary learning all facets of food service management and follow a set curriculum. Upon acceptance of the internship the salary structure would be **Non-instructional H**. Upon successful completion/graduation of internship the applicant would be internally moved to a **Lead Associate (Non-instructional K)**. Applicants can successfully apply for management roles or training lead associate positions through an internal mechanism. If applicants do not complete the internship/academy successfully, they will be moved back to their original position and original salary in food service. The internship leads to better trained individuals that are people focused not process focused. This will have little to no budget impact.
6. **Food and Nutrition Services Lead Training Associate (Non-instructional M)** will be an internal position(s) only within food services. The applicant must have successfully completed the Leadership Academy. The goal of these positions is to provide a career pathway into management as well as increase morale and retention by focusing on development, training and growth. Up to, but not to exceed 4-trainer positions annually. Supports Cafeteria Specialists with consistent training of team members.
7. **Both leadership academy interns and lead training associates will report directly to the team development/marketing manager**. Higher level of expectation and accountability.
8. All Food and Nutrition employees will have the option to be Always Safe certified every 5- years at the cost of the food and nutrition program. Program will pay for training and materials.

9. All Food Service Employees will continue to receive continuing development/education through monthly training modules that are related to all aspects of food service and their position. This is to encourage professional development and growth. We introduced a learning management system based on a dietetic continuing education model. The “once a year” all day back to school meeting for professional standards has been ineffective. We also increased our on-site district office orientation for new team members to 6 hours to better educate them on food service before starting in the kitchens, they also have lunch at a school and get to see what a day in the life of a lunch lady looks like. We have added weekly check-ins for new employees as well as a 30 and 55-day training checklist and evaluation process so we have an idea before probation ends how well an employee is performing.
10. Introduction of recognition programs this year for employee of the month, leadership, customer service. There is a recognition mechanism on the food and nutrition page at

<https://www.hernandoschools.org/departments/food-nutrition/our-staff>

Anyone that is an employee of Hernando County School District can nominate a food service employee in any of the categories.

This is critical in increasing employee morale and ensuring that employees feel valued for the work they do every day.

Procedures for Applying for the 180* Leadership Academy

The Food and Nutrition Services Leadership Academy is an opportunity for team members to develop their leadership skills and advance their careers within the department. This year-long program includes specialized training, mentorship, and hands-on leadership experience.

Communication and Application Process

1. Information Distribution:

- In February of the current school year, Kitchen Specialists will receive details about the Leadership Academy for the next school year.
- Specialists are required to share this information with their team during a morning meeting.
- The informational flyer, which includes a QR code and application link, must be posted in the common area of the kitchen for easy access.

2. Employee Acknowledgment:

- All employees must sign off confirming they have received and understood the information about the Leadership Academy.
- Specialists must return the completed sign-off sheet to the Team Development/Marketing Manager to verify that all team members have been informed.

3. Application Requirements:

- Employees interested in applying must scan the QR code on the informational flyer or use the provided application link by the scheduled deadline.

- Applicants will answer a series of questions regarding their interest in the Leadership Academy.
- To qualify, applicants must:
 - Have at least one year of internal or external food service experience.
 - Possess a high school diploma.
 - Submit a letter of recommendation from their current supervisor.
 - Provide a resume.

4. Selection Process:

- Candidates meeting all requirements will be invited for an interview with a panel of district office personnel, including the Director, Assistant Director, and Team Development/Marketing Manager.
- Four candidates will be selected based on their qualifications and interview scores.
- Selected candidates will be notified in May and introduced to the Kitchen Specialists at a leadership meeting in the same month.

5. Internship Timeline:

- The internship officially begins on the first day of the following school year.
- Interns will participate in three days of paid leadership training over the summer to prepare for their role.
- Interns will follow the developed curriculum and rotate through High School, Middle School, K8, and Elementary School to work with training Specialists to learn all aspects of food service management. Internship will last for the entire school year.
- Interns will practice journaling as well as turn in written assignments that are outlined in the leadership curriculum.

All eligible team members are encouraged to consider applying for this valuable career development opportunity. Additional questions regarding the Hernando County Schools Leadership Academy may be directed to the Food and Nutrition Services Director or Team Development/Marketing Manager.

Procedures for Applying for the Food and Nutrition Services Lead Training Associate Positions

The Lead Training Associate position within Food and Nutrition Services is now open for internal applicants who have successfully completed the Leadership Academy. This role is designed to support the training and development of new and existing Food and Nutrition Services Associates within the district, ensuring a smooth onboarding experience while maintaining daily kitchen operations.

Communication and Application Process

1. Notification of Openings

- Eligible candidates will be notified verbally by the District Office and will also receive an email with details about the position.
- The email will include a link to complete an internal application.

2. Application Requirements

- Only candidates who have successfully completed the Leadership Academy are eligible to apply.
- All applicants must submit the internal application by the specified deadline.

3. Interview Process

- Candidates who meet the qualifications and submit the required application will be interviewed by a District Office panel, which includes:
 - The Director of Food and Nutrition Services
 - The Assistant Director
 - The Team Development/Marketing Manager

4. Selection & Training

- The selected Lead Training Associate(s) will be notified in May.
- They will be introduced to the Specialists at a leadership meeting in May.
- They will undergo three days of training in July to prepare for their new role.
- The new Lead Training Associate(s) will begin their role in August of the following school year.

Role & Responsibilities

- Conduct on-the-job training for new and, at times, existing team managers.
- Work directly in school kitchens to train new employees as part of their onboarding process.
- Support Kitchen Specialists by handling the training portion of onboarding, allowing specialists to focus on daily operations.
- Provide hands-on training for team members who have completed orientation and are starting in their new school-based roles.

Additional questions regarding the Hernando County Schools Food and Nutrition Services Lead Training Associate position may be directed to the Food and Nutrition Services Director or Marketing/Team Development Manager.