

Hernando County School Board Florida

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS ~~SPECIALIST~~ MANAGER

Required Qualifications:

- ~~Three (3)~~ Five (5) years of experience in school food service management, food service operations and management or related supervisory experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.
- Ability to communicate effectively in written and oral form.
- Must possess a valid Florida Driver's License.
- High school diploma or equivalent.
- Valid Food Safety Certificate.
- Ability to operate a computer with basic computer and Microsoft program knowledge.

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associate's degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- ~~Experience in quantity food preparation.~~
- Knowledge of School Nutrition Association certification policies and procedures.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.

Food and Nutrition Services Operations Manager

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- Review school sites to ensure all schools participating in the National School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements

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- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias.
- Review and audit cafeteria reports to insure ~~federal and state~~ local, state and federal guidelines are being followed.
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations.
- Provide assistance in training ~~managers~~ Team Leaders and workers in all areas of school site management and financial accountability for food service operations.
- ~~Assist in the review, evaluation evaluate and recommendation of~~ procedures that improve systems within school food service.
- Assist in the planning, development, implementation and evaluation of the district- wide food service program.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Assist in -marketing, coordinating, delivery and tracking of all activities of the program.
- ~~Visit schools Provide hands on support on a daily basis on a regular basis to assigned schools~~ and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department.
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed.
- Identify and facilitate solutions to financial ~~problems~~ concerns in assigned schools' programs.
- Assist with updating policies and procedures for both schools and district office, ~~and~~ train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Coach school site ~~Managers~~ Team Leaders with personnel or supervisory concerns as needed.
- Perform other duties as assigned.
- Conduct FNS school site reviews to determine efficiency of operation.
- Plan, supervise, evaluate, train and delegate work to appropriate staff including FNS relief workers.
- Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.
- Assist school food and nutrition Team Leaders with establishing participation goals, achieving benchmarks goals, and determining staffing plans following district's established guidelines.

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- Conduct Pre-K/HeadStart classroom site visits to determine compliance with regulations.
- Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based team leaders.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and the interviewing, testing, hiring, and assignment of personnel.
- Work with human resources personnel to recruit staff and monitor professional development and certification requirements for job advancement.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

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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 (FNS) Assistant Director and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee.

Terms of Employment:

12-month employment

Salary:

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

Job Code:

76010

Board Approved: 06/14/22
Revised: N/A

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