

Hernando County School Board Florida

FLSA: Exempt, Non-Union

ASSISTANT DIRECTOR OF FOOD AND NUTRITION SERVICES
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Required Qualifications:

- Bachelor's Degree in Food and Nutrition, Institutional Food Management, Hospitality or other related field
- Five (5) years of experience in school food service management, food service operations and management or related 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
- Must possess a valid Florida Driver's License
- Must possess the ability to organize and supervise people

Desired Qualifications:

- Master's Degree in related field and/or equivalent experience
- Preference given to Credentialed School Nutrition Specialist (SNS) through the School Nutrition Association

Performance Responsibilities:

- Provide the Director information about operational needs in assisting the Director with preparing the annual Food Service operating and capital budget
- Provide information to the Director related to hiring, disciplinary actions and termination of personnel assigned to the department
- Participate in confidential conferences, employee grievances and formal complaints with the Director
- Advise the Director in the evaluation of bids and other purchasing decisions
- Formation of ongoing Food Service personnel safety and training programs
- Assist the Director by attending Board Meetings and/or Workshops, when called upon
- Inform assigned personnel of responsibilities required by federal, state and local laws, rules, policies and practices
- Supervise highly complex technical and analytical work involving the design, development and implementation of computer applications, projects, and/or systems.
- Develop and maintain records necessary for efficient and cost-effective management of

the Food and Nutrition Services Department.

- Organize, coordinate, and direct appropriate in-service training programs for Food and Nutrition Services Department employees, with special emphasis on training Managers and Assistant Managers.
- Work with diverse groups in a professional and courteous manner, and communicate effectively both orally and in writing.
- Act as liaison between schools and the Director
- Attend professional meetings that aid Food and Nutrition Services in achieving its maximum potential
- Revision of policies as needed
- Coordinate breakfast, lunch, snack and supper feeding policies and programs to meet established local, state and federal policies
- Supervise and evaluate staff
- Perform other duties as assigned by the Director of Food and Nutrition Services 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 Director of Food and Nutrition Services and/or designee

Evaluation:

Annual evaluation done by the Director of Food and Nutrition Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Board Approved:
Revised: