

**Hernando County School Board
Florida**

FLSA:Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS SPECIALIST
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Required Qualifications:

- Three (3) 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
- Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associates 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.
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- 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
- 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
- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias

- Review and audit cafeteria reports to insure federal and state 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 and workers in all areas of school site management and financial accountability for food service operations
- Assist in the review, evaluation 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 on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Audit school site reports and paperwork as required
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed
- Identify and facilitate solutions to financial problems 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 with personnel or supervisory concerns as needed
- Perform other duties as assigned

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

Job Code:

76011

Board Approved:

Revised: