

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
MANAGER I -- FOOD AND NUTRITION SERVICES,
ELEMENTARY SCHOOL

JOB DESCRIPTION

JOB CODE:	760130	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	26
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Previous experience as an Assistant Food and Nutrition Services Manager or Assistant Food and Nutrition Services Manager Intern with the Alachua County Public Schools.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge in the planning of and methods used in preparation and service of a variety of foods. Thorough knowledge of food values and nutrition; sanitation and safety practices; and the purchase and storage of food and non-food supplies. Knowledge of food service computer software applications. Ability to plan economical, nutritious and attractive meals which appeal to school-age children. Ability to train and supervise staff. Ability to establish and maintain effective working relationship with teachers, school and district staff and vendors. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Principal and Supervisor I -- Food and Nutrition Services/Coordinator -- Food and Nutrition Services

JOB GOAL

To effectively and efficiently manage a Food and Nutrition Services program at the elementary school level to meet nutritional needs of students and staff in accordance with federal, state and local regulations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in planning, developing, and the utilization of the school food and nutrition services program.
- *(2) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(3) Maintain high standards of sanitation and safety.
- *(4) Prepare all required reports and maintain updated and accurate records.
- *(5) Maintain a required system for proper control of cash, food, supplies, equipment and personnel and manage computer point-of-sale system at school level.
- *(6) Instruct employees in regulations and procedures and conduct continuous on-the-job-training and cross-training for food service personnel.
- *(7) Manage labor, food, and non-food costs.

MANAER I -- FOOD AND NUTRITION SERVICES, ELEMENTARY SCHOOL (Continued)

- * (8) Plan and direct the production, merchandising and nutrition education for school food and nutrition services program.
- * (9) Order and maintain inventory of food and supplies according to established specifications as determined by menu, volume and student needs.
- * (10) Recommend purchase of equipment.
- * (11) Adhere to applicable safety standards.
- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Follow attendance, punctuality and proper dress rules.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (19) Demonstrate support for the school district and its goals and priorities.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Maintain expertise in assigned area.
- * (24) Manage time efficiently.
- * (25) Model and maintain high ethical standards.
- * (26) Participate in cross-training activities as required.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Represent the District in a positive and professional manner.
- * (30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: 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 as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 09

Adopted 10/19/10