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

JOB DESCRIPTION

JOB CODE:	760292	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	24
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of one (1) year of successful experience in large-scale institutional food service operation. Supervisory or management experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the planning and method used in preparation and service of a variety of foods. 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. Ability to travel to any school in the District.

REPORTS TO:

Supervisor I -- Food and Nutrition Services or Coordinator -- Food and Nutrition Services

JOB GOAL

To effectively and efficiently manage the school food and nutrition services program to meet nutritional needs of students and staff in accordance with federal, state and local regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Participate in structured training with all phases of food production planning and service, personnel management, record keeping, reporting, and overall management of the school food service department.
- *(2) Assume the responsibility for the management of any Food and Nutrition Services department within the district for any given period of time, as assigned.
- *(3) Assist in planning, developing, and the utilization of the school food and nutrition services program.
- *(4) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions, as assigned.
- *(5) Maintain high standards of sanitation and safety.
- *(6) Prepare all required reports and maintain updated and accurate records.

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- *(7) Maintain a required system for proper control of cash, food, supplies, equipment and personnel and manage computer point-of-sale system at school level.
- *(8) Instruct employees in regulations and procedures and conduct continuous on-the-jobtraining for food service personnel.
- *(9) Manage labor, food, and non-food costs.
- *(10) Plan and direct the production, merchandising and nutrition education for school food and nutrition services program.
- *(11) Order and maintain inventory of food and supplies according to established specifications as determined by menu, volume and student needs.
- *(12) Recommend purchase of equipment.
- *(13) Adhere to applicable safety standards.
- *(14) Attend all staff meetings and workshops.
- *(15) Assist with maintaining a clean and orderly environment.
- *(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(17) Communicate effectively with the public, manager, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(19) Demonstrate initiative in the performance of assigned responsibilities.
- *(20) Demonstrate support for the school district and its goals and priorities.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school/workplace matters.
- *(24) Maintain expertise in assigned area.
- *(25) Manage time efficiently.
- *(26) Model and maintain high ethical standards.
- *(27) Participate in cross-training activities as required.
- *(28) 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.
- *(32) May be required to work beyond the 40-hour week.

*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.

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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