SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SPECIALIST -- FOOD AND NUTRITION SERVICES

JOB DESCRIPTION

JOB CODE: 760103 BARGAINING UNIT ELIGIBILITY: No

FLSA: Non-Exempt PAY GRADE: 28

SALARY SCHEDULE: Professional/Technical

QUALIFICATIONS:

(1) Bachelors degree from an approved accredited educational institution;

- (2) Minimum of three (3) years successful experience in marketing, public relations, food service or restaurant management; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state regulations and Board policies as they relate to the National School Lunch, Breakfast and After School Snack Programs. Knowledge of nutrition and institutional food management in a high volume multi-facility food services operation. Ability to plan, coordinate and analyze. Ability to communicate effectively both oral and in writing. Skill in use of computer applications and marketing programs. Skill in marketing promotions and quality assurance. Ability to plan and organize training sessions. Ability to establish and maintain effective working relationships with others.

REPORTS TO:

Director -- Food and Nutrition Services

JOB GOAL

To provide effective and efficient technical support for the district food and nutrition services program and staff.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Monitor the implementation of established standards for the maximum utilization of United States Department of Agriculture donated foods in each school.
- *(2) Monitor and support the implementation of established food preparation and serving techniques and procedures.
- *(3) Provide technical assistance to school-based administrators and managers in efficient food services operation and preparation for state/federal audits.
- *(4) Serve on district, state or community councils or committees as assigned.
- *(5) Assist the Food Service Coordinator and Supervisor in coordinating and administering the food service quality assurance program, sanitation and safety program, promotional programs, nutrition education programs, special projects, etc., on a district-wide basis.
- *(6) Develop, coordinate, and administer district-wide quality assurance program.

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- *(7) Monitor and ensure that sanitation and safety program of the department is implemented in each school food service program in operation.
- *(8) Oversee and assess the effectiveness of promotional programs used in the department and revise as needed.
- *(9) Serve as the resource for nutrition education programs for food service staff.
- *(10) Assist in developing and coordinating special projects of the department.
- *(11) Provide technical direction to food service managers and their staff in the operation of food service programs.
- *(12) Review food service programs of schools and centers.
- *(13) Analyze food service operations for cost effectiveness.
- *(14) Submit reports and maintains records as required or requested.
- *(15) Plan, organize, and conduct training for food and nutrition services staff and others in regulations and procedures.
- *(16) Recommend purchase of equipment as necessary.
- *(17) Coordinate special meal service for programs, as well as satellite services.
- *(18) Supervise employees' compliance with food service quality assurance program.
- *(19) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- *(20) Adhere to applicable safety standards.
- *(21) Attend all staff meetings and workshops.
- *(22) Assist with maintaining a clean and orderly environment.
- *(23) Be knowledgeable of and adhere to Board Policies and departmental procedures.
- *(24) Communicate effectively with staff members, administrators and other contact persons using tact and good judgment.
- *(25) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(26) Demonstrate initiative in the performance of assigned responsibilities.
- *(27) Demonstrate support for the school district and its goals and priorities.
- *(28) Exhibit interpersonal skills to work as an effective team member.
- *(29) Follow attendance, punctuality and proper dress rules.
- *(30) Maintain confidentiality regarding school/workplace matters.
- *(31) Maintain expertise in assigned area.
- *(32) Manage time efficiently.
- *(33) Model and maintain high ethical standards.
- *(34) Participate in cross-training activities as required.
- *(35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(36) Prepare all required reports and maintain updated and accurate records.
- *(37) Represent the District in a positive and professional manner.
- *(38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- *(40) May be required to work beyond the 40-hour week.

^{*}Essential Performance Responsibilities

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PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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