

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

Manager of Food and Nutrition Services Programs

Department: Food and Nutrition Services

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: MGMT 7

Reports To: Senior Manager of Food and Nutrition Services

Work Days: 245

Board Approved Date: June 4, 2013

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for planning, organizing, coordinating, and monitoring specific Food and Nutrition Services (FNS) departmental functions with an emphasis on nutrition/wellness, finance/operations, team development, or marketing and grants. This includes direct supervision of staff and overseeing day-to-day operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Nutrition/Wellness

1. Plan, organize, and manage activities related to menu planning, food procurement, product testing, product holds and/or recalls, and utilization of USDA commodities; and supervise, evaluate, train, and delegate work to appropriate staff.
2. Coordinate the implementation of food service automation for nutritional analysis, inventory control and menu costing.
3. Ensure all meals and a la cart foods offered to students comply with federal standards and requirements.
4. Work with medical authorities and school food service personnel to provide student menus in compliance with documented dietary restrictions.
5. Coordinate District Wellness Policy and work with related community programs.
6. Coordinate menus, supplies, and staffing related to emergency shelters feeding.
7. Perform other duties as assigned.

Finance/Operations

1. Plan, organize, and manage activities related to all aspects of food service accounting; and supervise, evaluate, train and delegate work to appropriate staff.
2. Prepare and monitor the annual food service budget and related financial statements and records for all FNS programs, including reimbursement reports, labor allocations, participation reports, capital outlay, and monthly profit and loss statements for the food service operation.
3. Coordinate financial reporting through computer software applications, and plan and coordinate work flow of data input.
4. Review changes in local, state, and federal regulations, including Florida Statutes, School Board Policy, and Child Nutrition regulations for accountability.
5. Oversee free and reduced-price meal application processing and verification.
6. Prepare and oversee contracts with charter schools and bank courier services, and assist with other financial services bids.
7. Oversee year-end closing of FNS, and assist with year-end closing of accounts payable.
8. Perform other duties as assigned.

Team Development

1. Plan, organize, and manage activities related to the hiring and professional development of all school FNS personnel; and supervise, evaluate, train, and delegate work to appropriate staff, including FNS relief workers.
2. Work with human resources personnel to recruit personnel and monitor professional development and certification requirements for job advancement.
3. Develop, coordinate, and oversee the management internship and leadership development programs for FNS personnel.
4. Coordinate FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
5. Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based management.
6. Recommend annual budgetary items for training and team development.
7. Perform other duties as assigned.

Marketing/Grants

1. Plan, organize, and manage activities related to marketing strategies, the application and administration of grants, and quality assurance processes for the department; and supervise, evaluate, train, and delegate work to appropriate staff.
2. Coordinate the strategic development process, aligning department communication, marketing, and professional development goals with the District's vision.
3. Work with communications personnel to manage the department website and ensure all marketing and communication

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efforts are consistent with district guidelines and policies.

4. Prepare and/or assist with department and school-based FNS program grant applications and assist with related budget administration.
5. Coordinate the development and implementation of quality assurance processes and FNS site reviews for all schools.
6. Conduct focus groups and prepare reports for new financial growth opportunities to generate additional revenues.
7. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- 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.
- Specific knowledge related to nutrition/wellness, finance/operations, team development, marketing/grants, quality assurance, and/or school support.

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management, business or a related field.
- Three (3) years of experience in school food service, nutrition, finance, team development, marketing/grants or a related field.

ADDITIONAL CERTIFICATIONS REQUIRED:

- Registered Dietitian credentialed with the Commission of Dietetic Registration. **(Required for Nutrition Area)**
- Licensed Dietitian with the State of Florida. **(Required for Nutrition Area)**

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution in food and nutrition, institutional food management, business, or a related field.
- School Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience with K-12 distribution operations.
- Experience with food procurement and commodity foods processing.
- Experience with food service automation systems.
- Experience with current database and marketing technologies.
- Experience with K-12 school food service in a large school system.

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

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| <input checked="" type="checkbox"/> Sedentary Work | Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <hr/> | |
| <input type="checkbox"/> Light Work | Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work. |
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<input type="checkbox"/>	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 constantly to move objects.
<input type="checkbox"/>	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 constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward .
O	Pulling	Using upper extremities to drag, haul, or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles .
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
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<input checked="" type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.