**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Administrative**

**JOB DESCRIPTION**

### Senior Manager of Food and Nutrition Services

<table>
<thead>
<tr>
<th>Department: Food and Nutrition Services</th>
<th>Job Code: TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA: ☒ Exempt [ ] Non-Exempt</td>
<td>Salary Schedule: MGMT 8A</td>
</tr>
<tr>
<td>Reports To: Director of Food, Nutrition and Distribution Services</td>
<td>Work Days: 245</td>
</tr>
<tr>
<td>Board Approved Date: June 4, 2013</td>
<td>Work Hours: 7.5 hrs/day</td>
</tr>
</tbody>
</table>

**JOB GOAL:** Responsible for assisting the director with management of a self-supporting school food service and distribution services operation and related programs. This includes directing all areas of food and nutrition, including nutrition and wellness, finance and operations, team development, and marketing and grants to attain the District’s desired results supporting student achievement.

**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.

1. Assist with directing and coordinate, through subordinate supervisory personnel, activities of workers preparing, serving, and cashiering for foods served to students and adults; delivering goods and services through warehouse and mail center; and performing housekeeping functions at the District office complex.
2. Provide direction to and supervise assigned personnel, conduct annual performance appraisals, make recommendations for appropriate employment actions, and develop staff development training for assigned staff.
3. Communicate with other administrators, district personnel and vendors to coordinate food activities and programs, student wellness, and distribution operations, resolve issues and conflicts and exchange information.
4. Provide cost impact analysis as requested, complete required reports, and maintain department records.
5. Assist with directing the development of the department improvement plan.
6. Develop and present periodic reports and analysis for food service and distribution programs.
7. Assist with annual evaluation of the food service program as required by federal regulations.
8. Assist with developing an annual needs assessment for the food service and distribution services programs.
9. Assist with developing leadership training for food service and warehouse management.
10. Attend state and federal meetings to stay abreast of regulation changes.
11. Assist with planning and managing the District’s Food, Nutrition and Distribution Services budgets.
12. Assist with coordinating cafeteria renovations.
13. Assist with implementing programs to feed the economically needy.
14. Assist school staff, parents, and students in promoting good nutrition and sanitation in the food service program.
15. Assist with coordinating menus, supplies, and staffing related to emergency shelters feeding.
16. Assist with coordinating the development and publication of standardized menus ensuring nutrition and program compliance.
17. Assist with overseeing billing and purchasing procedures ensuring compliance with state and federal laws.
18. Assist with overseeing nutritional standards of Pre-K/Headstart programs.
19. Assist with coordinating the implementation of the District Wellness Policy and work with related community programs.
20. 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:**

- Knowledge of federal, state, and local laws and School Board policies as they pertain to school food service and distribution services programs.
- Knowledge of school food service operation and management theory and practice.
- Knowledge of personnel procedures.
- Knowledge of nutrition and the ability to apply such knowledge to program operations.
- Knowledge of distribution systems and mail services programs.
- Knowledge of food service automation systems.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
Senior Manager of Food and Nutrition Services

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 administration, management or a related field.
- Experience with food procurement, processing, and purchasing requirements and procedures.
- Experience with K-12 school food service in a large school system.

PREFERRED QUALIFICATIONS:
- Registered Dietitian (RD) credentialed with the Commission of Dietetic Registration.
- Licensed Dietitian with the State of Florida.
- School Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned food, nutrition and distribution services 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):

<table>
<thead>
<tr>
<th></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Work</td>
<td>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.</td>
</tr>
<tr>
<td>Medium Work</td>
<td>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.</td>
</tr>
<tr>
<td>Heavy Work</td>
<td>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.</td>
</tr>
<tr>
<td>Very Heavy Work</td>
<td>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.</td>
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</table>

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)

<table>
<thead>
<tr>
<th>R</th>
<th>Sitting</th>
<th>Resting with the body supported by the buttocks or thighs.</th>
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</thead>
<tbody>
<tr>
<td>R</td>
<td>Standing</td>
<td>Assuming an upright position on the feet particularly for sustained periods of time.</td>
</tr>
<tr>
<td>R</td>
<td>Walking</td>
<td>Moving about on foot to accomplish tasks, particularly for long distances.</td>
</tr>
<tr>
<td>S</td>
<td>Climbing</td>
<td>Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.</td>
</tr>
<tr>
<td>O</td>
<td>Balancing</td>
<td>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.</td>
</tr>
<tr>
<td>O</td>
<td>Bending</td>
<td>Lowering the body forward from the waist.</td>
</tr>
<tr>
<td>O</td>
<td>Stooping</td>
<td>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</td>
</tr>
<tr>
<td>O</td>
<td>Kneeling</td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>O</td>
<td>Crouching</td>
<td>Bending the body downward and forward by bending leg and spine.</td>
</tr>
<tr>
<td>O</td>
<td>Crawling</td>
<td>Moving about on hands and knees or hands and feet</td>
</tr>
<tr>
<td>O</td>
<td>Twisting</td>
<td>Moving body from the waist using a turning motion.</td>
</tr>
</tbody>
</table>
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**Administrative**

**JOB DESCRIPTION**

### Senior Manager of Food and Nutrition Services

| 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 to 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.)

- [ ] 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.
- [ ] Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- [x] Indoors and Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
- [ ] Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- [ ] Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- [ ] 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.
- [ ] Vibration The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- [ ] 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.
- [ ] 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.
- [ ] Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- [ ] Respirator The worker is required to wear a respirator.
- [ ] None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- [ ] 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.*

Senior Manager of Food and Nutrition Services

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Revised: June 5, 2013