

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

Food and Nutrition Services Specialist

Department: Food and Nutrition Services

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: 82N

Reports To: Manager of Food and Nutrition Services Programs

Work Days: 245 / 207

Board Approved Date: June 4, 2013

Work Hours: 7.5 or 8 hrs/day

JOB GOAL: Perform specialized duties in one or more areas of Food and Nutrition Services (FNS) management that support school meal programs, including nutrition/wellness, finance/operations, team development, marketing/grants, quality assurance, and/or school support in accordance with School Board policies and procedures, state and federal Child Nutrition Program regulations.

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. Assist with planning and organizing activities related to menu planning, food procurement, product testing, product holds and/or recalls, and utilization of USDA commodities.
2. Plan menus that meet USDA meal pattern and nutritional requirements within established budgetary constraints.
3. Develop and maintain production records that meet USDA regulations, test recipes for quality and yield, and monitor food usage to assure adequate supply.
4. Conduct student taste tests, design customer questionnaires, and provide quality assurance by monitoring food items for taste, smell, and appearance.
5. Plan menus and monitor compliance with nutritional standards for PreK/Headstart programs.
6. Provide nutrition education upon request; and design handouts, presentations, display boards, etc., to further educate students and staff regarding nutrition.
7. Assist in preparing audit materials as they relate to nutritional content and menu planning.
8. Perform other duties as assigned.

Finance/Operations

1. Assist with planning and organizing activities related to all aspects of food service accounting.
2. Process monthly bank reconciliations for all cafeteria accounts and on-line prepayment programs, communicate with current bank regarding deposit issues, and manage out-of-balance inquiries.
3. Update journal entries and assist with monthly reconciliation of USDA Foods, purchased food and non-food items.
4. Update financial management policies and procedures for both schools and district office, and train and assist all FNS personnel with financial management policies and procedures.
5. Track, monitor, and evaluate monthly revenues and expenditures, review against budget, initiate budget transfers, and maintain budget reports.
6. Process student refund requests for cafeterias; prepare journal entries, including cafeteria special functions, internal transfers for grant, and reclassification of all relevant entries.
7. Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
8. Perform other duties as assigned.

Team Development

1. Assist with planning and organizing activities related to the hiring and professional development of all school FNS personnel.
2. Assess FNS department and school-based employee training needs, and develop training programs and curriculum to meet identified needs utilizing appropriate adult learning principles in the design and delivery of training programs.
3. Assist with organizing and delivery of the FNS Management Internship program and leadership development programs for FNS personnel.
4. Assess FNS school staffing needs and assist in the development of recruitment and hiring procedures.
5. Coordinate screening of applicants to provide school administrators qualified candidates for FNS positions.
6. Monitor in-service supplemental pay for all FNS personnel.
7. Assist with budgeting for training and team development.
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DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining JOB DESCRIPTION

Quality Assurance

1. Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
2. Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
3. Monitor and update the department's HACCP-based food safety and sanitation program that meets federal, state and local regulations.
4. Develop food quality standards to assist staff in evaluating menu items prior to service, and establish and communicate quality customer service standards to staff.
5. Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
6. Conduct site reviews to ensure compliance with health and safety regulations established by federal, state, and local agencies.
7. Ensure all food safety inspection deficiencies are addressed competently and in a timely manner.
8. Perform other duties as assigned.

Facilities/Equipment

1. Develop and maintain plans for the acquisition, inventory, preventative maintenance, and replacement of all food service equipment, including vending operations.
2. Develop and maintain food service equipment specifications; and standardize kitchen designs for elementary, middle and high schools.
3. Work with Construction Services on remodel and/or new construction projects to specify appropriate food service equipment and to design kitchens/dining rooms to meet short and long term goals of the FNS program.
4. Coordinate food service equipment maintenance operations with appropriate district departments.
5. Develop and maintain inventory and replacement plans for all food service small wares.
6. Assist with budgeting for equipment and supplies.
7. Create a strategic plan describing the short and long term food service equipment needs at each school site.
8. Perform other duties as assigned.

School Support

1. Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
2. Conduct school site visits to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
3. Assist school food service managers with establishing participation goals, achieving benchmark goals, and determining staffing plans following district's established guidelines.
4. Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.
5. Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.
6. Conduct PreK/Headstart classroom site visits to determine compliance with nutritional standards as required.
7. Plan, organize, staff, and monitor activities related to the Summer Feeding Program.
8. 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:

- Associates Degree or equivalent.
- Three (3) years of professional experience in school food service management, finance, professional

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

development, food service operations, or related experience.

OR

- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution in the field of food and nutrition, institutional food management, business, or a related field.
- Experience with K-12 school food service in a large school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- School Food Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.
- Experience programming and maintaining database systems, Microsoft Office software, publication design, editing, and copyright law knowledge (for Team Development)..
- Experience training, developing, and forecasting professional development programs (for Team Development).
- Knowledge of School Nutrition Association certification policies and procedures (for Team Development).
- Registered Dietitian credentialed with the Commission of Dietetic Registration (for Nutrition/Wellness).
- Experience with food procurement and processing of USDA Foods (for Nutrition/Wellness).
- Experience with budget management, bank reconciliation, USDA Foods reconciliation, inventory management, and financial reporting (for Finance/Operations).
- Experience with commercial foodservice equipment and commercial kitchen design, including Computer Assisted Design (CAD) (for Facilities/Equipment).

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):*

| | | |
|-------------------------------------|-----------------|---|
| <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. |
| <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. |
| <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 |

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining JOB DESCRIPTION

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| | | 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. |
| <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 |

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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.