

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FOOD SERVICE SPECIALIST

QUALIFICATIONS:

- (1) An AA, AS or Bachelor's degree from an accredited college or university with a major in hotel and restaurant management, dietetics, food and nutrition or a comparable major preferred.
- (2) A minimum of ten (10) years of district level food service experience or a completion of an approved internship or pre-planned experience as approved by the American Dietetics Association may be substituted.
- (3) Certified by the American School Food Service Association.
- (4) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Demonstrate knowledge of all Microsoft Office software.
- (2) Ability to communicate effectively in written and oral form.
- (3) Prepare and deliver presentations and training to small and large groups, (i.e. food service employees, student parents, faculty).
- (4) Thorough knowledge of School Food Service government rules and regulations.
- (5) Thorough knowledge of Food Service POS Software (i.e. PCS, SNAPS, etc.).

REPORTS TO:

Director of Food Services

JOB GOAL

To assist the Director of Food Services with the operation of the district food service program, as well as providing training in sanitation & safety, governmental regulations, POS operation, financial guidance and nutrition education to the individual school sites.

SUPERVISES:

Assists in the supervision of Food Service Office Staff, Food Service Managers, Assistant Food Service Managers and Food Service Workers.

PERFORMANCE RESPONSIBILITIES:

- (1) Assist Director of Food Services with the coordination and operation of the National School Lunch and Breakfast Programs.
- (2) Provide technical assistance to school sites regarding quality assurance by monitoring food items for taste, appearance and quality guidelines.
- (3) Provide technical assistance to school site staff regarding free and reduce price meal applications, meal collection procedures, and adherence to USDA policies and procedures.
- (4) Assists the Director of Food Services in evaluating school site food service programs for efficiency of operation, accountability, financial status, and adherence to policies, procedures and regulations as required by USDA, state and school board policy.
- (5) Develop and administer in-service activities and training courses for school food service personnel pertaining to, but not limited to the following: sanitation and safety,

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food preparation, equipment operation, and guidelines for the National School Lunch and Breakfast Program.

- (6) Assist Food Service Managers and Assistant Managers in proper Food Service Software usage, menu planning, marketing, production records, and product testing and recipes.
- (7) Assist Director of Food Services in the implementation and coordination of the Food Service Manager Training Program.
- (8) Plan and conduct marketing/promotional activities for school sites as needed.
- (9) Evaluate, revise and conduct orientation program for new and substitute food service employees on an annual basis.
- (10) Provide resource services to food service managers, students, principals, teachers and community groups as needed.
- (11) Perform other duties as assigned by the Director of Food Services.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities in bold.

Job Description Supplement Code 11

Flagler Schools Strategic Framework – Resources & Support Systems