

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FOOD SERVICE ENGAGEMENT SPECIALIST

QUALIFICATIONS:

- (1) An AA, AS or Bachelor's degree from an accredited college or university with a major in hospitality management, marketing or comparable major preferred.
- (2) Experience with school nutrition programs is desirable.
- (3) Ability to obtain School Nutrition Association certification within first five years of employment.
- (4) A valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Microsoft Office software. Excellent written and verbal communication skills. Ability to prepare and deliver presentations and training to small and large groups, (i.e. food service employees, student, parents, faculty). Competence in a variety of social media platforms. Experience using graphic design and editing software. Proficient in project planning and management.

REPORTS TO:

Director of Food and Nutrition Services

JOB GOAL

Make a positive contribution to the District by interacting with food and nutrition staff members, students, parents, and the community to promote department initiatives and to gain valuable feedback for use in departmental improvement.

SUPERVISES:

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

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist with the coordination and operation of all Department sponsored programs.
- *(2) Educate stakeholders about Department's programs.
- *(3) Provide technical assistance to school sites regarding quality assurance by monitoring promotional activities, operational best-practices, and food appearance/quality guidelines.
- *(4) Monitor the efficiency of operations, financial status, and adherence to policies, procedures and regulations as required by USDA, state and school board policy.
- *(5) Strategize, create and push social media content for all social media campaigns through Department's primary social media channels.
- *(6) Create impactful branding and marketing concepts to showcase the value of the school nutrition program.

FOOD SERVICE ENGAGEMENT SPECIALIST(Continued)

- * (7) Attend meetings, workshops, and seminars for the purpose of receiving and/or conveying information regarding Child Nutrition Services.
- * (8) Assist Director of Food Services in the implementation and coordination of the Food Service Manager Training Program.
- * (9) Plan and conduct marketing/promotional activities for school sites.
- * (10) Schedule, implement, and periodically suggest new community-based programs, partnerships, and other engagement initiatives.
- * (11) Identify, initiate, and deepen relationships with various community stakeholders.
- * (12) Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the community about the department and its initiatives.
- * (13) Attend community meetings on behalf of the department to hear community concerns, provide information about community engagement, and advocate for participation.
- * (14) Distribute information to district staff, students, parents, and the community through multiple channels regarding engagement activities.
- * (15) Submit recommendations for new/revised plans and programs to Director.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: District E-Mail, K Drive, S Drive, Skyward Student (view only), Skyward Employee, Intranet access/web page development access

PHYSICAL REQUIREMENTS:

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

Job Description Supplement Code 11