

# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

Approval N 14.8  
5/29/18

### SPECIALIST - FOOD AND NUTRITION SERVICES

#### QUALIFICATIONS:

- (1) An Associate's Degree or higher from an accredited college or university with a major in dietetics, food and nutrition management, hotel and restaurant management, or a related field is preferred. Equivalent combination of education, training and related job experience will be considered.
- (2) Minimum of three (3) successful years recent supervisory, administrative or district level experience in a school food service program.
- (3) Certification as Manager of Food and Nutrition Services to be attained during first six months of employment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education Regulations, state statutes, federal laws, and local district policies as they relate to food service, purchasing, records retention and property control. Thorough knowledge of food sanitation and safety principles and practices. Knowledge of principles of effective oral and written communication and documentation. Ability to use computerized programs in food service operations. Good knowledge of basic mathematics and accounting principles and practices. Knowledge of operation and maintenance of equipment used in food service. Ability to prepare and deliver presentations and training to small and large groups. Ability to provide leadership to assigned personnel and train others. Ability to work with a variety of personnel and the public. Ability to be flexible, handle a variety of tasks, and manage multiple tasks. Awareness of state health and food laws, State Board Regulations and local school board policies affecting food management.

#### REPORTS TO:

Director of Food and Nutrition Services

#### JOB GOAL

To assist the Director of Food and Nutrition Services in the planning, operation, implementation and evaluation of the District's Food and Nutrition Services program.

#### SUPERVISES:

Food and Nutrition Services Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist the Director of Food and Nutrition Services in administering all activities necessary to the operation and improvement of the district Food and Nutrition Services program.
- \*(2) Direct the food service program in the absence of the Director of Food and Nutrition Services.
- \*(3) Provide support and technical assistance to the Food and Nutrition Services program.
- \*(4) Provide direction and management for the daily operations of food and nutrition services.

Nc

## Specialist - Food and Nutrition Services (continued)

- \*{5) Assist with the departmental budget, equipment purchasing and the bid process.
- \*{6) Coordinate the implementation of new and ongoing projects.
- \*{7) Assist in the establishment of staffing formulas, job classifications and personnel guidelines as necessary.
- \*{8) Supervise the training for cafeteria managers.
- \*{9) Oversee and coordinate the start-up of new programs in the district.
- \*{10) Assist in the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- \*{11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \*{12) Assist in the preparation of required district, state and federal reports.
- \*{13) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \*{14) Utilize appropriate strategies to make decisions regarding, planning, utilization of funds, delivering services and evaluation of service provided.
- \*{15) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*{16) Be knowledgeable of and adhere to Board policies.
- \*{17) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \*{18) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*{19) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \*{20) Monitor district compliance with applicable codes, rules and statutes.
- \*{21) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \*{22) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*{23) Assist managers in the selection, staffing and evaluation of personnel.
- \*{24) Assist and direct food preparation, handling and holding processes that provide for nutritious, wholesome and safe food and meet state and local health department standards.
- \*{25) Assist conducting administrative reviews and surveys as required by the state.
- \*{26) Participate in the development of policies and procedures.
- \*{27) Attend meetings and conferences to promote professional growth and benefit the District.
- \*{28) Maintain hours for the required USDA Professional Standards.
- \*{29) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*{30) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \*{31) Develop appropriate board agenda items pertaining to areas of responsibility.
- \*{32) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*{33) Respond to inquiries and concerns in a timely manner.
- \*{34) Model and maintain high ethical standards.

**Specialist - Food and Nutrition Services (continued)**

- \*(35) Adhere to applicable safety standards.
- \*(36) Follow attendance, punctuality and proper dress rules.
- \*(37) Maintain confidentiality regarding school/workplace matters.
- \*(38) Serve on district, state or community committees as assigned or appropriate.
- \*(39) Exercise proactive leadership in promoting the vision and mission of the department and district.
- \*(40) Set high standards and expectations and promote professional growth for self and Others.
- \*(41) Perform other duties as assigned.

***\*Essential Performance Responsibilities*****PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**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.

**Job Description Supplement Code 11.  
Salary Schedule Grade 5.**