

# SCHOOL DISTRICT OF DESOTO COUNTY

## FOOD SERVICE FIELD SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) AA degree or higher from an accredited college or university. Bachelor's degree preferred. Degree areas preferred: Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or related field.
- (2) Minimum of five (5) years professional experience in school food service management, professional development, food service operations, or related experience.
- (3) Experience in quantity cooking, baking and serving
- (4) Food Service Manager Certification or equivalent OR Complete at least five (5) Institute for Child Nutrition training course including Safety and Sanitation, Food Preparation 1 & Food Preparation II, Equipment Use and Care, and Nutrition.
- (5) Valid Florida driver's license
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Communicate effectively in written and oral form with people using positive interpersonal skills. Ability to relate well with students, parents, teachers, employees and administrators. Ability to organize and prioritize assignments. Knowledge of laws and regulations related to the Department of Agriculture (USDA) Child Nutrition and K-12 school food service. Ability to maintain and update inventory. Ability to requisition food and non-food supplies. A basic understanding of mathematics and accounting principles. Ability to use the computer with some knowledge of different computer programs (i.e., Excel Spreadsheet). Ability to conduct nutrition education training for the staff.

#### REPORTS TO:

Director of Food Service

#### JOB GOAL

To assist with duties in areas of school food service management that support school-based meal programs with program operations, staff development, nutrition education and quality assurance in accordance with School Board policies and procedures, state and federal Child Nutrition Program regulations.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Successfully meet local, state and federal School Food Service Program standards.

## FOOD SERVICE FIELD SPECIALIST (Continued)

- \* (2) Assists in nutritional analysis of and development of menus, coordinates menu committees, assists with food bids, assists schools and families with food allergy and special diets.
- \* (3) Coordinates all food, non-food, milk, produce, and warehouse orders and deliveries.
- \* (4) Assists with production records and maintaining department records.
- \* (5) Assists with marketing the program and product testing.
- \* (6) Assist with developing, monitoring, and training of the staff. Other responsibilities include assisting with departmental growth, employee recruitment, website management, policy development, strategic planning, employee improvement plans and management meetings including in-services.
- \* (7) Assist with communications: serving as liaison between school-based food service operations, school administrators, and the Food Service department.
- \* (8) Assists in the planning, development, implementation and evaluation of the district-wide food service program.
- \* (9) Assists in determining compliance and identifying areas where additional training and support is needed.
- \* (10) Assists with new employee orientation for the Food Service Program.
- \* (11) Successfully meet local, state and federal School Food Service Program standards.
- \* (12) Interprets USDA requirements and assists in developing the Department's plan of action to meet requirements.

### **Inter/Intra-Agency Communication and Delivery**

- \* (13) Exercise a service orientation when working with others.
- \* (14) Respond to inquiries and concerns in a timely manner
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Provide required catering services for special functions as needed.
- \* (17) Use effective, positive interpersonal communication skills.
- \* (18) Work closely with district and school staffs to support school improvement initiatives and processes.
- \* (19) Provides input and assist in the Department's planning, development and training on the district centralized menu, including the food production records. As well as providing technical assistance on menus and nutrition related materials.
- \* (20) Serves as a liaison for National School Lunch Week and National School Breakfast Week.
- \* (21) Assists in evaluating the effectiveness of nutrition education and participates in quality improvement activities.

### **Professional Growth and Improvement**

- \* (22) Maintain expertise in assigned areas to fulfill project goals and objectives
- \* (23) Facilitate or assist in facilitating the development, implementation and evaluation of staff development activities in assigned areas
- \* (24) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- \* (25) Participate in cross-training activities as required.

### **Systemic Functions**

- \* (26) Performs reviews of school programs, monitors school compliance and performance, assists with staffing and labor allocations, assists with department in-services, and assist managers with school food service operations.

## **FOOD SERVICE FIELD SPECIALIST (Continued)**

- \* (27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (28) Follow federal and state laws, as well as School Board policies.
- \* (29) Represent the district in a positive and professional manner.
- \* (30) Demonstrate support for the school district and its goals and priorities.
- \* (31) Ensure adherence to good safety standards.
- \* (32) Assist in interpreting statutes, Food and Nutrition rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

### **Leadership and Strategic Orientation**

- \* (33) Assist in implementing the district's goals and strategic commitment.
- \* (34) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (35) Set high standards and expectations and promote professional growth for self and others.
- \* (36) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (37) Maintain confidentiality regarding school/workplace matters.
- \* (38) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \* (39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (41) Assists in conducting the food service nutrition education program.
- \* (42) Interprets USDA requirements and assists in developing the Department's plan of action to meet requirements.
- \* (43) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

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 as needed to move objects.

- a. Environmental Factors: Ability to work in hot and humid environment at times. Must be able to work at a fast pace in certain situations.

### **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.

### **COMPENSATION:**

Compensation for this position is Pay Lane **E07**

### **EVALUATION:**

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