

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6573
Pay Grade: E04

FLSA: Exempt

FOOD AND NUTRITION FIELD SUPERVISOR
MINIMUM QUALIFICATIONS
Bachelor's degree from an accredited college or university with a major in Food and Nutrition, Institutional Food Management, or related field, plus three (3) years of related experience including two (2) years of experience supervising or coordinating food service personnel OR an Associate's degree from an accredited college or university with a major in Food and Nutrition, Institutional Food Management or a related field, with demonstrated completion of Food Service Industry-related management training, plus five (5) years of related experience including three (3) years of experience supervising or coordinating food service personnel.
MAJOR FUNCTION
The Food and Nutrition Field Supervisor provides leadership and operational oversight for school-based food and nutrition programs to ensure nutritional quality, financial accountability, regulatory compliance, and effective staff performance across assigned areas, school sites, and hubs.
ESSENTIAL RESPONSIBILITIES
• Provides leadership, guidance, and resources to district staff, departments, school administrators, and school-based food and nutrition personnel. • Oversees operations to ensure nutritional, financial, and regulatory accountability in assigned schools. • Monitors the financial management of assigned hub schools and recommends cost-control and efficiency improvements. • Implements strategies to maintain high standards for food quality, production, service, safety, and sanitation. • Implements strategies to uphold and maintain a cohesive food and nutrition team, including effective communication, team building, conflict resolution, and problem-solving. • Oversees school-based staffing, including hiring, training, promotion, and discipline, in accordance with district policy and applicable labor laws. • Conducts annual performance appraisals for Food and Nutrition Area Managers and other assigned staff. • Performs annual onsite reviews and follow-up assessments in compliance with established schedules and regulations • Plans, delivers, and participates in professional development programs for school-based food and nutrition staff. • Participates in professional development and training to maintain compliance with U.S. Department of Agriculture (USDA) professional standards and training hour requirements. • In accordance with state law, agreement with the Pinellas County Board of County Commissioners and School Board Policies, all Pinellas County Schools Administrators, Plant Operators, Maintenance Staff, Food and Nutrition Staff, Transportation Drivers, and Nurses are considered essential operational staff and are required to report for duty as assigned during an emergency. • Performs other related duties as assigned.

FOOD AND NUTRITION FIELD SUPERVISOR

TERMS OF EMPLOYMENT
<i>Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.</i> <i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i> <i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 05/19/26

FOOD AND NUTRITION FIELD SUPERVISOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Food and Nutrition Field Supervisor - PTS