PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8604
Pay Grade: E05

FLSA: Exempt
PTS

MANAGER, FOOD AND NUTRITION

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Food and Nutrition, Hotel and Restaurant Management, or a related field. Five (5) years of related professional experience, including two (2) years of supervisory experience in food and nutrition services. Demonstrated experience in planning and delivering training, preferably for adults.

PREFERRED:
Master's degree from an accredited college or university with an emphasis in Food and Nutrition, Hotel and Restaurant Management, or Food Systems.

MAJOR FUNCTION

The Manager, Food and Nutrition, is responsible for the high-quality, consistent implementation of the school based food and nutrition program across the district. In alignment with the District Strategic Plan and under the direction of the Director, Food and Nutrition, the Manager ensures direct oversight and support focused on professional standards training, staff accountability, and department goals.

ESSENTIAL RESPONSIBILITIES

- In conjunction with the Director, Food and Nutrition plans, coordinates, monitors, and evaluates school food and nutrition training programs to ensure all sites meet department and program expectations in compliance with all federal and state requirements.
- Develops and implements a comprehensive training program to ensure high-quality onboarding and continuing education opportunities for school-based food and nutrition staff across the district.
- Maintains, communicates, and provides learning opportunities for staff regarding the district's Food and Nutrition Procedure Manual, Standardized Operating Procedures (SOPs), and Hazard Analysis Critical Control Plans (HACCP) to ensure high expectations and regulations are met districtwide.
- Trains and supports district and school-based personnel for departmental and federal/state audits.
- Oversees the Food and Nutrition Area Coordinators and builds systems that ensure both operational consistency and implementation support for all sites.
- Supports the summer food service program, including planning, staffing, and necessary staff training.
- Collaborates with district and school-based staff to ensure site-based implementation in alignment with identified needs and strategic priorities.
- Remains current on laws and requirements regarding school food and nutrition and supports the Director in developing and implementing policy and procedures.
- Participates in professional development/training to remain current on all US Department of Agriculture (USDA) requirements.
- Utilizes data to monitor progress toward identified outcome goals.
- Prepares state and district reports related to assigned areas of responsibility.
- Works collaboratively with staff across the district to ensure alignment of services and processes.
- Represents the district at local, state, or national functions related to School Food and Nutrition, as designated by the Director, Food and Nutrition.
- Supervises, hires, and provides developmental support and evaluation for assigned staff.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
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. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *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.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 05/13/25 MV; BOARD APPROVED: 05/13/25;

MANAGER, FOOD AND NUTRITION

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	