

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ELEMENTARY/MIDDLE MANAGER

Required Qualifications:

- High school diploma or equivalent
- Must have a minimum of three (3) years of institutional experience in quantity food preparation
- Must be able to lift as required by this position
- Have the ability to operate a computer and calculator
- Must have a thorough knowledge of sanitation and safety for the preparation and handling of food
- Must have a valid Florida driver's license
- Successful completion of the County Manager Training Program or equivalent
- Have good management and organizational skills

Desired Qualifications:

- Two (2) approved food service classes successfully completed prior to the end of the 3rd year of school food service employment
- School Nutrition Association Level 2 Certification

Performance Responsibilities:

- Evaluate food service employees in their job responsibilities
- Oversee training of employees
- Collaborate with the school administration in the selection and termination of employees
- Coordinate set up, food production and service of special functions as requested
- Work with the school administration on student issues/concerns
- Set standard for employees' personal hygiene, dress code and work habits
- Plan work schedules
- Attend manager meetings
- Report all accidents immediately
- Participate and promote inservice training
- Plan and coordinate all food production and service
- Prepare food, supply and small equipment orders
- Monitor deliveries and sign invoices
- Account for the daily collection, counting and depositing of money
- Submit requisitions for repairs and supplies
- Review, verify and compile payroll
- Monitor and compile monthly inventory of food, non-food and commodities
- Monitor the condition, inventory and warranty of all equipment

- Keep accurate records as required by the State Department of Education, United States Department of Agriculture and the District Office
- Develop and coordinate a la carte offerings
- Operate a motor vehicle as required by the position
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and the Director of Food and Nutrition and/or designee

Evaluation:

Annual evaluation done by the Director of Food and Nutrition and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76013

Revised: 06/19/01, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 6/7/11