

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>FOOD AND NUTRITION SERVICES (FNS) CATERING/ SPECIAL INITIATIVES MANAGER</b>
--

**Required Qualifications:**

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management or related field.
- Minimum of three (3) years of experience in school food service management, catering, food service operations and management or related experience.
- Ability to communicate effectively in written and oral form.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Food Safety Certificate.
- Must possess a valid Florida Driver's License.

**Desired Qualifications:**

- Master's Degree in related field
- Knowledge of nutritional and institutional food management in a high-volume multi-facility food service operation.
- Experience with automated food service software and more complex computer programs
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- Experience in quantity food preparation and coordination.
- Ability to establish and maintain effective working relationships with others.

**Performance Responsibilities:**

- Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Develop and coordinate special projects of the department.
- Work with the RD on the planning, coordinating, and developing of a catering/special event menu.
- Assist in the design and implementation of catering, marketing, production, and finance materials.
- Research menu items as well as price and forecast.
- Develop recipes as well as scale for needed servings.

Food and Nutrition Services Catering/Special Initiatives Manager

- Develop invoicing procedures for catering/specialty functions.
- Analyze food service operations for cost effectiveness.
- Recommend the purchasing of supplies and equipment as necessary.
- Attend all training sessions and development as needed.
- Plan, organize and conduct training for food and nutrition staff and others as it pertains to the catering and specialty events of the district.
- Communicate effectively with staff members, administrators and other stakeholders using both tact and good judgement.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Develop procedures for measuring and evaluating delivery systems, appearance, and efficiency of service and serving techniques.
- Assist with establishing policies and procedures to ensure food is prepared and served in a safe and sanitary manner.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Work with RD to develop and evaluate recipes.
- Demonstrate initiative in the performance of assigned responsibilities.
- Exhibit a high level of interpersonal skills to work as an effective team member.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned.

**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 Food and Nutrition Services Nutrition Wellness Coordinator and/or designee

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Nutrition Wellness Coordinator and/or designee.

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory- E

**Job Code:**

76013

Board Approved: 06/11/2024

Revised: 06/11/24

Food and Nutrition Services Catering/Special Initiatives Manager