

# **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

<b>FOOD AND NUTRITION SERVICES ASSISTANT SPECIALIST</b>
---

## **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Lift as required by this position.
- Three (3) years of experience of institutional quantity food preparation experience, and food-service management.
- Management and organizational skills.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Food Safety certified or agreement to obtain within 6-months of employment.

## **Desired Qualifications:**

- Management/supervisory experience in commercial or non-commercial food service.
- Recommendation from current Food Service Specialist (if applicable).

## **Performance Responsibilities:**

- Complete and post daily work schedules for Team members.
- Preplan and complete daily food production records.
- Complete daily bulk entries as needed.
- Compare daily production records to daily Building and Sales Report.
- Ensure that new recipes are tested prior to offering the item on the menu.
- Ensure the use of standardize recipes/portions.
- Assist in the preparation of meals.
- Inspect all food to ensure quality criteria are met before being served.
- Train staff to ensure efficiency in all work areas of food service.
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served.
- Ensure quality customer service.
- Ensure that the cashier is using approved accountability procedures.
- Ensure temperatures are taken and documented at the beginning of and during service.
- Ensure that food is "batch-cooked" and replenished in a timely manner.
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory.
- Demonstrate proficiency in cashiering, operating, and caring for all equipment.
- Assist Specialist as assigned.
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures.
- Attend mandatory Inservice training.
- Ensure the completion and expectations of the daily work schedule are met by staff.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Food and Nutrition Services Specialist 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 Food and Nutrition Services Specialist and/or designee.

**Evaluation:**

Annual evaluation done by the Food and Nutrition Services Operations Manager, Specialist and/or administrative designee.

**Terms of Employment:**

10-month employment

**Salary:**

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

**Job Code:**

76010

Board Approved: 06/19/01,06/11/24

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022, 06/11/24