

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SPECIAL EVENTS MANAGER/MANAGER, FOOD AND NUTRITION SERVICES

**SALARY SCHEDULE: FS3+APPROPRIATE %**

**COST CENTER: FOOD AND NUTRITION SERVICES DEPARTMENT (9021)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Successful completion of the Food & Nutrition Services Manager Intern Program.
- (3) Minimum of one (1) year experience as a main dish cook.
- (4) Possess a valid state of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of food types and nutritional value of each. Some understanding of the social and psychological growth of students attending the assigned site. Ability to work with cash receipts and bank deposits. Ability to supervise personnel. Good communication skills both oral and written. Knowledge of food quantities. Customer services expertise. First Aid and CPR training. Positive people and communication skills. Time management ability and good organizational skills. Ability to work evening hours.

**REPORTS TO:**

Director, Food and Nutrition Services

#### JOB GOAL

To manage all aspects of the School Cafeteria in such a way as to provide a well-prepared nutritious meal for students and staff and to provide this service within budgetary restraints. To encourage schools and departments to utilize catered services which support the basic focus and philosophy of the Food and Nutrition Services, with catered services being an addition to, but not a replacement of, the child nutrition program.

**SUPERVISES:**

Food Service Assistants

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise and organize a School Food Services Program.
- \* (2) Direct an on-the-job training program for interns.
- \* (3) Participate in the interviewing and selection of food service staff.
- \* (4) Participate in the development of performance goals for food service staff.
- \* (5) Evaluate the performance of food service staff in relation to the established goals.
- \* (6) Administer progressive discipline to employees consistent with established practices.
- \* (7) Recommend termination of employees to the Department Director.
- \* (8) Order supplies and food stock needed to comply with the bids and centralized menu.
- \* (9) Receive deliveries and approve invoices for payment.
- \* (10) Direct proper storage and inventory for all supplies and food stock received.
- \* (11) Develop a work schedule for all food services workers.
- \* (12) Compile reports for the operation of the program.
- \* (13) Follow cash collection procedures and deposit monies as required by District policy.
- \* (14) Keep records on free and reduced meals and monitor the service to these students.

**MANAGER, FOOD AND NUTRITION SERVICES (Continued)**

- \*(15) Maintain a safe and orderly work environment.
- \*(16) Work with the Director of Food and Nutrition Services to build and maintain an efficient and productive school food services program.
- \*(17) Cooperate with the School Principal to provide an optimal food services program as an educational asset to the students.
- \*(18) Promote good public relations and nutrition education at the school.
- \*(19) Demonstrate initiative in the performance of assigned responsibilities.
- \*(20) Model and maintain high ethical standards.
- \*(21) Follow attendance, punctuality and proper dress rules.
- \*(22) Maintain confidentiality regarding school matters.
- \*(23) Maintain positive relationships with staff and vendors.
- \*(24) Participate in workshops and training sessions as required.
- \*(25) Communicate effectively with staff and vendors.
- \*(26) Keep supervisor informed of potential problems or unusual events.
- \*(27) Respond to inquiries and concerns in a timely manner.
- \*(28) Prepare all required reports and maintain all appropriate records.
- \*(29) Follow all School Board policies, rules and regulations.
- \*(30) Exhibit interpersonal skills to work as an effective team member.
- \*(31) Demonstrate support for the School District and its goals and priorities.
- \*(32) Serve as a manager/designee when shelters are opened.
- \*(33) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(34) Prepare food, organize delivery of food items, set up functions and plan special catered functions.
- \*(35) Develop schedules and organize supplies to provide for timely delivery for catering.
- \*(36) Utilize cost control procedures to monitor food and labor costs enabling the events to stay within budgetary restraints.
- \*(37) Manage all aspects of program, including invoicing to ensure high level of productivity and service.
- \*(38) Initiate purchase orders for supplies and equipment.
- \*(39) Recommend new equipment or replacement of the existing equipment.
- \*(40) Supervise Food Service Workers in the preparation of food for catered events.
- \*(41) Train Food Service Workers in the art of catering and food preparation

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 09****Job Description Supplement No. 12**

\*Essential Performance Responsibilities