

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FLOATING MANAGER, FOOD AND NUTRITION SERVICES

SALARY SCHEDULE: SSP2 + Manager %

COST CENTER: FOOD AND NUTRITION SERVICES DEPARTMENT (9021)

QUALIFICATIONS:

- (1) Minimum of three (3) years successful experience as a FNS Manager
- (2) High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to lead and direct the work of others in an institutional food service environment. Knowledge of food types and nutritional values. Proven personnel management skills. 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.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To provide on-site technical assistance in School Cafeterias in such a way as to provide a well-prepared nutritious meal for students and staff and to provide this service within budgetary restraints.

SUPERVISES:

Assists in training FNS Managers, and FSA II & I positions

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide technical assistance for the Food and Nutrition Services Program at individual school sites.
- * (2) Work with the Director of Food and Nutrition Services and Area Supervisors to build and maintain an efficient and productive Food and Nutrition Services programs
- * (3) Provide on-the-job training to Managers and Assistants.
- * (4) Assist in addressing objectives identified by Area Supervisors at individual schools.
- * (5) Assist Area Supervisors in implementing a plan of action at individual schools.
- * (6) Provide direction to sites consistent with approved Food and Nutrition Services Policies and procedures, and all county, state, and federal regulations.
- * (7) Provide written feedback and documentation on assigned projects.
- * (8) Provide clear and objective verbal feedback.
- * (9) Exhibit proven expertise in all areas of food service management, to include: ordering, inventory control, work scheduling, reporting, cash control, and Free and Reduced price meal recording.
- * (10) Maintain a safe and orderly work environment.
- * (11) Promote good public relations and nutrition education at the school.
- * (12) Demonstrate initiative in the performance of assigned responsibilities
- * (13) Serve as an advocate of Food and Nutrition Services in his/her school to encourage student and staff participation in the School Food Service Program.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with staff and vendors.
- * (18) Participate in workshops and training sessions as required
- * (19) Communicate effectively with staff and vendors.

MANAGER, FOOD AND NUTRITION SERVICES (Continued)

- * (20) Keep Director informed of potential problems or unusual events.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Prepare all required reports and maintain all appropriate records
- * (23) Follow all School Board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Demonstrate support for the School District and its goals and priorities.
- * (26) Serve as a manager/designee when shelters are opened.
- * (27) Perform other incidental tasks consistent with the goals and objectives of this position.

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

*Essential Performance Responsibilities