

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

OPERATIONS FACILITATOR/MANAGER, FOOD SERVICE

SALARY SCHEDULE: [SSP9] SSP2 + Manager %

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful experience in food services.
- (3) Current FNS Manager
- (4) Must receive a minimum score of 80% on Microsoft Word Test
- (5) Must score a minimum of 80% on the bookkeeping test
- (6) Excel proficiency preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Possess demonstrable analytical and mathematical skills. Possess computer skills required to complete work assignments. Possess basic accounting and bookkeeping skills. Ability to organize and prioritize activities. Ability to work independently. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To provide the information and supplies necessary for an efficient and quality Food and Nutrition Services program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain USDA commodity inventories.
- * (2) Allocate USDA commodities to school cafeterias as needed.
- * (3) Work with Cost Center Director and Buyer to develop USDA annual orders
- * (4) Process market orders for production sites.
- * (5) Process work orders for cafeteria equipment repair and maintain appropriate records.
- * (6) Collect and process data required to maintain inventories of food and other supplies.
- * (7) Facilitate communication with vendors, school-based managers and the food and nutrition administration.
- * (8) Prepare [invoices] requisitions,[and] purchase orders, & purchase card transactions as required.
- * (9) Prepare all required reports and maintain all appropriate records.
- * (10) Exhibit support for the District's vision, mission, goals and priorities.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Provide for a safe and secure workplace.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Maintain confidentiality regarding school matters.
- * (16) Maintain positive relationships with staff and vendors.

OPERATIONS FACILITATOR (Continued)

- *(17) Participate in workshops and training sessions as required.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Follow all School Board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- (22) 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. 04

*Essential Performance Responsibilities