

SCHOOL BOARD OF LEVY COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST-TRAINING & DEVELOPMENT, FOOD AND NUTRITION SERVICES

MINIMUM QUALIFICATIONS:

1. AA degree from an approved accredited educational institution.
2. Three (3) years successful experience in marketing, public relations, food service or restaurant management; or
3. An equivalent combination of education and experience.
4. Current ServSafe Certification.
5. School Nutrition Association certification preferred.
6. Valid Florida driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state regulations and Board policies as they relate to the National School Lunch, Breakfast and After School Snack Programs. Knowledge of nutrition and institutional food management in a high volume multi-facility food services operation. Ability to plan, coordinate and analyze. Ability to communicate effectively both oral and in writing. Skill in the use of computer applications and marketing programs. Skill in marketing promotions and quality assurance. Ability to plan and organize training sessions. Ability to establish and maintain effective working relationships with others.

REPORTS TO:

Coordinator, Food Service

JOB GOAL

To provide effective and efficient support and training for the district food and nutrition services staff.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Assist the Coordinator of Food Service in administering and monitoring the food service quality assurance program, sanitation and safety program, promotional programs, nutrition education programs, special projects, etc., on a district-wide basis.
2. Plan, promote and organize training programs in food preparation, food presentation, food safety, sanitation, and work efficiencies for personnel at all levels in the food service program.
3. Monitor food service operations at each school from both a fiscal as well as program perspective and evaluate the quality of staff performance.
4. Assist with staffing formulas, selection and evaluation of personnel.
5. Develop and implement special projects of the department.

6. Prepare and maintain updated and accurate records to submit as required or requested.
7. Attend training sessions, conferences and workshops as assigned to increase skills and keep abreast of current practices, programs, legal issues and obtain the annual Continuing Education hours required by the USDA Professional Standards guidelines.
8. Oversee and assess the effectiveness of promotional programs used in the department and revise as needed.
9. Represent the District in a positive and professional manner.
10. Serve on district, state or community councils or committees as assigned or appropriate.
11. Communicate effectively and clearly, using tact and good judgment, within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
12. Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
13. Demonstrate initiative in the performance of assigned responsibilities.
14. Exhibit interpersonal skills to work as an effective team member.
15. Follow attendance, punctuality and proper dress rules.
16. Maintain confidentiality regarding school/workplace matters.
17. Maintain expertise in assigned area.
18. Manage time efficiently.
19. Model and maintain high ethical standards.
20. Be knowledgeable of and adhere to Board Policies and departmental procedures.
21. Perform other duties and tasks consistent with the goals and objectives of this position as assigned.
22. Ability to work in a constant state of alertness and safe manner.

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 Board's approved salary schedule.

Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Supplement Code 5

Salary Index 0.5192 of the Administrative Salary Schedule

DOE Job Code 76010

Board approved: 06/27/2017

Revised Board Approval 06/25/2019