

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Specialist, Food Service

GENERAL DESCRIPTION

The essential function of the position within the organization is to train and coordinate the District's school food service program in accordance with the policies established by the local Department of Health, state Department of Agriculture, the USDA and the School District. The position is responsible for staffing, nutrition education, food safety and marketing. The position develops and implements programs within organizational policies; reports activities to the Food Service Director through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Plans, directs and supervises assigned functions of the school food service program, which may include staffing, training, menu planning, nutrition education, food safety and marketing.

Ensures compliance with all policies, regulations and standards established by the local Health Department, state Department of Agriculture, the USDA and the District.

Develops, recommends and implements approved policies and procedures specific to the food service program.

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; develops and provides in-service training and staff development opportunities.

Monitors individual school food service budgets and expenditures for compliance with budgetary allocations.

Identifies and communicates to the Food Service Director the needs and accomplishments of the District food service program.

Facilitates menu planning for meals served, ensuring adequate nutrition, the provision of menus for children with special needs, and customer satisfaction.

Creates and maintains menus, recipes, and production records.

Continuous development and training of employees in HACCP (Hazard Analysis Critical Control Point).

Ensures the maintenance of accurate and up-to-date inventory records.

Participates in the planning and design of new or renovated food service facilities; assists in managing department construction projects.

Supervises the maintenance and repair of equipment; Recommends replacement of equipment on a schedule consistent with budget and other constraints.

Conducts periodic site visits of all food service operations in the District to evaluate compliance with

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policies and procedures and to make recommendations for improvement; provides guidance and assistance as needed.

Markets food service throughout the District to increase student and adult participation in the District's breakfast and lunch programs.

Serves as a resource to schools in health and nutrition education.

Compiles data for and prepares various studies, reports and recommendations required by the District and/or other agencies.

Serves on the District's Wellness Committee and participates in monthly meetings.

Attends training, seminars and conferences as necessary to maintain and enhance job knowledge and skills.

Performs duties of subordinates as necessary during staff shortages.

Performs routine administrative/office tasks as required, including but not limited to conducting staff meetings, preparing reports and correspondence, copying and filing documents, answering the telephone, entering and retrieving computer data.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of

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very large amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

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EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires associate’s degree or the equivalent of two years of college or vocational school education in business, food service management or related field.

Bachelor’s degree is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

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The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Hourly

Reports To:

Director, Food Service

Supervises:

Food Service Employees

PAY GRADE: From: 122A1 To: 122P2

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____