

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) TEAM DEVELOPMENT/MARKETING PROGRAM MANAGER

Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management, business or a related field
- Three (3) years of experience in school food service, nutrition, finance, team development, marketing/grants or a related field

Desired Qualifications:

- School Nutrition Specialist credentialed with the School Nutrition Association
- School Nutrition Association active membership
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs
- Experience with K-12 distribution operations
- Experience with food service automation systems
- Experience with current database and marketing technologies
- Experience with K-12 school food service in a school system
- Experience programming and maintaining database systems, Microsoft Office software, publication design, editing, and copyright law knowledge
- Experience training, developing, and forecasting professional development programs
- Knowledge of School Nutrition Association certification policies and procedures
- Experience in a managerial/or supervisory capacity

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
- Monitor and update the department's HACCP-based food safety and sanitation program that meets federal, state and local regulations.
- Develop food quality standards to assist staff in evaluating menu items prior to service, and establish and communicate quality customer service standards to staff.
- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- Conduct site reviews to ensure compliance with health and safety regulations established by federal, state, and local agencies.
- Ensure all food safety inspection deficiencies are addressed competently and in a timely manner.

- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- Assist school food service managers with establishing participation goals, achieving benchmark goals, and determining staffing plans following district's established guidelines.
- Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.
- Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.
- Conduct PreK/Headstart classroom site visits to determine compliance with nutritional standards as required.
- Plan, organize, staff, and monitor activities related to the Summer Feeding Program.
- Plan, organize, and manage activities related to the hiring and professional development of all school FNS personnel; and supervise, evaluate, train, and delegate work to appropriate staff, including FNS relief workers.
- Work with human resources personnel to recruit personnel and monitor professional development and certification requirements for job advancement.
- Develop, coordinate, and oversee the management internship and leadership development programs for FNS personnel.
- Coordinate FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based management.
- Recommend annual budgetary items for training and team development.
- Plan, organize, and manage activities related to marketing strategies, the application and administration of grants, and quality assurance processes for the department; and supervise, evaluate, train, and delegate work to appropriate staff.
- Coordinate the strategic development process, aligning department communication, marketing, and professional development goals with the District's vision.
- Work with communications personnel to manage the department website and ensure all marketing and communication efforts are consistent with district guidelines and policies.
- Prepare and/or assist with department and school-based FNS program grant applications and assist with related budget administration.
- Coordinate the development and implementation of quality assurance processes and FNS site reviews for all schools.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.
- Perform other duties as assigned.

Reports to:

Reports directly to the Director of Food and Nutrition Services and/or designee

Evaluations:

Annual evaluation done by the Director of Food and Nutrition Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

76013

Board Approved: 08/08/17