

**Hernando County School**  
**Board Florida**

FLSA: Non-Exempt, Non-Union

<b>FOOD AND NUTRITION SERVICES (FNS) COORDINATOR-SPECIAL INITIATIVES</b>
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**Required Qualifications:**

- Bachelor's degree from an approved accredited educational institution
- Three (3) years of experience in food service, food service operations or agriculture  
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Must possess a valid Florida Driver's License

**Desired Qualifications:**

- Experience with food service software systems
- Experience with developing and implementing training programs for adult learners
- Experience in quantity food preparation
- Experience with K-12 school food service in a school district
- Knowledge of laws and regulations related to the United States Department of Agriculture (USDA) Child Nutrition and K-12 school food service
- School Nutrition Association active membership

**Performance Responsibilities:**

- Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders
- Develop, implement and monitor training programs
- Write grant proposals
- Develop and coordinate training in the areas of food values and nutrition, sanitation and safety, purchase and storage of food and non-food supplies
- Update manuals, processes and procedures as needed
- Assist in developing and implementing nutrition education programs for students, teachers and/or administrators, including nutrition instruction for students in the classroom
- Coordinate and monitor special initiatives
- Assist in the planning, development, implementation and evaluation of the District-wide food service program

- Assist in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers as it relates to special initiatives
- Identify and facilitate solutions to operational problems in school programs
- Submit recommendations for new/revised policies and programs to the Director of Food and Nutrition Services
- Visit schools on a regular basis and provide technical assistance as needed
- Arrange purchases from vendors for special initiatives as needed
- Assist with organizing and delivery of the FNS Management Internship program and leadership development programs for FNS personnel
- Serve as technical advisor to administrators, staff and contractual partners for special initiatives
- Perform other duties as assigned

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

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

**Evaluation:**

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 D

**Job Code:**