

## SCHOOL DISTRICT OF COLUMBIA COUNTY

## JOB DESCRIPTION

## FOOD SERVICE SPECIALIST

**QUALIFICATIONS:**

- (1) An AA, AS or Bachelor's Degree from an accredited college or university. A major in dietetics, food and nutrition management, hotel and restaurant management, or a related field is preferred. Equivalent combination of education, training and related job experience will be considered.
- (2) Minimum of three (3) years recent supervisory, administrative or district level experience in a school food service program. Status as a Registered, Florida Licensed Dietitian (or Florida Dietetic Licensure within six months of employment) with completion of an approved internship or pre-planned experience as approved by the American Dietetic Association, may be substituted.
- (3) Valid Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of State board of Education regulations, state statutes, federal laws, USDA regulations and local District policies as they relate to the operation of food service programs.
- Thorough knowledge of food service management software and hardware.
- Thorough knowledge of food safety principals and practices.
- Familiar with operation and maintenance of food service equipment.
- Effective skills in oral and written communications.
- Ability to prepare and deliver presentations and training to small and large groups.
- Ability to provide leadership to assign personnel and train others.
- Ability to work with a variety of personnel and the public.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

**REPORTS TO:**

Director of School Food Service

**JOB GOAL**

To assist the Food Service Director in the planning, operation, implementation and evaluation of the District's Food Service Program.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Provide technical assistance to School Food Service Managers and staff.
- \*(2) Assist the School Food Service Managers in the implementation of the department food safety program.

**FOOD SERVICE SPECIALIST (Continued)**

- \* (3) Develop, test, train and monitor implementation of recipes for use in the program.
- \* (4) Prepare and review food production records and instruct personnel in the use of these records.
- \* (5) Review and monitor food service operations to identify areas requiring training, develop training plans and implement these plans.
- \* (6) Assist School Food Service Managers with new employee training and work schedules.
- \* (7) Conduct site reviews to evaluate cafeterias to determine efficiency of operation, financial status, adherence to policies, procedures and regulations.
- \* (8) Assist in planning the department menus.
- \* (9) Identify, test and recommend new food and non-food items for use in the food service program.
- \* (10) Assist with the design of efficient food service facilities and identify, test and recommend new equipment and supplies.
- \* (11) Supervise the computerized point-of-sale, monthly claim and data reporting systems.
- \* (12) Supervise the Free and Reduced-Price meal application process.
- \* (13) Provide support for the School Food Service Manager in control of inventory, deliveries and maintenance of records.
- \* (14) Process food and supply orders for all school kitchens.
- \* (15) Monitor compliance with Federal, State, and School Board rules and regulations
- \* (16) Assist in the coordination and implementation of the summer food service program.
- \* (17) Assist with planning and conducting nutrition education activities for school sites.
- \* (18) Serve on committees related to the District's Food Service Program.
- \* (19) Perform duties assigned by the Director of School Food Service.
- (20) Perform other duties/tasks consistent with the goals and objectives of this position.

**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.

\* Essential Performance Responsibilities

**Job Description Supplement Code 5**

Adopted: 10/24/06