



The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034

Human Resources Department
Phone (904) 491-9874
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Kathy K. Burns, Ed.D.
Superintendent of Schools

ADMINISTRATIVE VACANCY POSTING FOR 2021-2022

POSTING PERIOD: NOVEMBER 22, 2021 THROUGH NOVEMBER 30, 2021

POSTING PERIOD CLOSING AT 5:00 PM ON NOVEMBER 30, 2021

POSITION: DIRECTOR OF FOOD AND NUTRITION SERVICES

WORK YEAR: 260 Days

SALARY RANGE: \$80,100 - \$89,035 (*Beginning Salary Range*)

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An Administrative Application must be completed online at <https://www.applitrack.com/nassau/onlineapp/>. The application, resume and evidence of a Florida Educator's Certificate, or eligibility for issuance of a certificate, should be submitted along with the online application.

The resume should address any applicable preferred qualifications that are listed for this position and should be uploaded to Applicant Tracking.

An initial screening review of applications for qualifications and completeness will take place at the close of the posting period. Following the screening review, candidates who meet minimum and preferred qualifications will be contacted for a screening interview. Finalists will then be scheduled for an interview.

Questions should be directed to the Human Resources Department.

Applications that are not submitted according to the aforementioned directions may not be considered.

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Food and Nutrition, Business Administration, or related field from an accredited educational institution and/or equivalent combination of education, training and experience will be considered.
- (2) Certification in ServeSafe.
- (3) Experience in school or institutional food service, purchasing, processing, safety and sanitation requirements and procedures.

PREFERRED QUALIFICATIONS:

- Credentialed with the School Nutrition Association.
- Active member of the School Nutrition Association.
- Experience in K-12 school food service.

VETERANS' PREFERENCE SHALL BE GIVEN TO ELIGIBLE VETERANS AND SPOUSES IN COMPLIANCE WITH FLORIDA AND FEDERAL APPLICABLE LAWS.

POSTING NO. 005 / Applicant Tracking Job ID 1965

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

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 food service purchasing and records retention and property control. Knowledge of personnel procedures. Knowledge of modern food service management principles. Knowledge of financial management techniques. Knowledge of nutrition and the ability to apply such knowledge to program operations. Knowledge of food protection and food safety principles and practices.

Ability to use computerized programs in food service operations. Knowledge of equipment used in school food service operations. Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media. Ability to demonstrate effective public relations skills. Ability to establish and maintain collaborative working relationships with all stakeholders. Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.

REPORTS TO:

Executive Director of Business Services

JOB GOAL

To provide an excellent, nutritious, and self-supporting food service program for students in participating schools that follow the state and federal guidelines and to provide leadership in implementing nutrition education programs, student wellness programs, and to assist with the attainment of the District's desired results regarding student achievement.

SUPERVISES:

District and School Food Service Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the District School Food and Nutrition Services Program.
- * (2) Develop and administer policies, procedures, and guidelines consistent with District, State and federal regulations and established plans.
- * (3) Administer and comply with rules pertaining to the National Lunch Program, the School Breakfast Program, the Summer Food Service Program for Children and other programs as required.
- * (4) Administer and comply with rules pertaining to the USDA donated food programs.
- * (5) Attend state, federal and purchasing group meetings to stay abreast of regulation changes.
- * (6) Initiate financial policies and procedures necessary for proper fiscal control and operation of the food service program and plan and manage the department budget.
- * (7) Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation in order to evaluate cost-effectiveness of each program.
- * (8) Establish staffing formulas, determine labor allocations and assist food service managers in the staffing, selection and evaluation of personnel.
- * (9) Establish safe working conditions, equipment and practices for all food service personnel.
- * (10) Plan, promote and organize training programs for personnel at all levels in the food service program.
- * (11) Ensure clean and properly equipped work and storage areas that meet State and local Health Department standards.
- * (12) Develop, plan and evaluate menus based on recommended nutritional requirements, student preferences and budgeted resources.
- * (13) Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the food service program.
- * (14) Establish and direct food preparation and handling and holding processes that provide for nutritious, wholesome, and safe food that meet State and local Health Department standards.
- * (15) Plan, implement and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, State and local policies.
- * (16) Consult with school principals and administrators on matters concerning their support for an effective food service operation.
- * (17) Monitor food service operations at each school from a fiscal and program perspective, evaluate the quality of staff performance, and periodically advise the principal of applicable findings.

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PERFORMANCE RESPONSIBILITIES, Continued:

- *(18) Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
- *(19) Establish effective relationships and coordination of departmental functions with schools, other district departments, services and personnel.
- *(20) Serve as the resource person for school level nutrition education activities as necessary.
- *(21) Relay and interpret the food service program goals and activities to the public.
- *(22) Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- *(23) Coordinate the development of kitchen layout and equipment specifications required for new construction or renovations with assigned architects and facility planning personnel.
- *(24) Prepare required District, State and federal reports in a timely manner.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 3

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