**Orange County Public Schools**

### Job Description

## **SCHOOL FOOD SERVICE MANAGER, NUTRITION EDUCATION, SUMMER FOOD SERVICE AND GRANTS**

**QUALIFICATIONS:**

1. Bachelor’s degree in nutrition, institutional food management, food and consumer science, culinary arts or closely related field required.
2. Three (3) years of successful experience in training, managing budgets or leadership role in food service required.
3. Two (2) years of experience in nutrition education for children preferred.
4. Registered Dietitian preferred.
5. Ability to obtain and maintain a valid Florida driver’s license.
6. Previous experience writing grants is desired.
7. Valid ServeSafe certificate or ability to obtain one within first six (6) months in position. Must be certified to teach Healthy Edge food and nutrition class within one (1) year.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of all facets of food and nutrition preferred; demonstrated leadership and management ability; effective oral and written communication skills; ability to apply principles of Food Service, Sanitation and HACCP in daily activities; knowledge of applicable county, state and federal school food service regulations; ability to translate standards of Food and Nutrition excellence into daily operations. Computer literacy, especially in Microsoft Office. Strong communication skills. Ability to prepare lesson plans, instruct, and evaluate work.

**REPORTS TO:**

Director, Food and Nutrition Services or assigned Administrator, Food and Nutrition Services

**JOB GOAL:**

To identify, coordinate and implement diverse training activities to strengthen the nutrition and food connections and support the goals of Food and Nutrition Services and the district in achieving safe, efficient and professional food and nutrition education services for OCPS students through coordination with the OCPS Curriculum Department as well as other nutrition community and national organizations. To increase interest and participation in the school meals program through nutrition communications. To identify, write, and develop the grants that will add to the value of the Food and Nutrition Services to the students of Orange County Public Schools. To manage the Fruits and Vegetable Grant, Breakfast in the Classroom, and other grants as assigned.

**SUPERVISES:**

None

**MACHINES, TOOLS, EQUIPMENT:**

*Institutional Food Service equipment, POS machines, equipment, vehicles, etc., used in this position.* Telephone, Thermometer, Computer, (Personal Computer), Printer, Automobile, Copier, Adding machine, Calculator.

**PHYSICAL REQUIREMENTS:**

Describes physical conditions of this position.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently.

**PHYSICAL ACTIVITY:**

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

**Percentage**

70 Sitting: Resting with the body supported by the buttocks or thighs.

10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.

10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.

5 Bending: Lowering the body forward from the waist.

5 Reaching: Extending hand(s) and arm(s) in any direction.

5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.

80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

70 Grasping: Applying pressure to an object with the fingers and palm.

90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.

90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

**WORKING CONDITIONS:**

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

**PERFORMANCE RESPONSIBILITIES:**

* Manifests a professional code of ethics and values.
* Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
* Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
* Responsible for the review of customer acceptance; will evaluate and implement nutrition education marketing materials to increase customer participation in assigned schools.
* Responsible for assessing nutrition education training needs of the program through collection of data from surveys, interviews and focus groups.
* Review, evaluate and disseminate nutrition education resources.
* Develop, conduct and coordinate instructional training sessions for school food service managers and staff to achieve goals in nutrition education that translates to increased participation in the school meals program.
* Coordinate the administration of assigned grants and contracts special projects from award to close out and assure compliance with OCPS policies and funder guidelines.
* Support the district’s process for generating grant dollars and for implementing those resources identified as necessary for achieving districtwide functions.
* Provide facilitative leadership, technical assistance, writing and editing support, upon request, to grant writing teams from schools and food services that are developing grant proposals.
* Assist administrators in establishing collaborative partners with key stakeholders to support competitive grant applications.
* Monitor funded projects and assist project managers, upon request, with implementation consistent with the district’s management philosophy and systems.
* Coordinate with FNS area and field managers, parents and students, as well as school food service managers to improve the safety and quality of Food and Nutrition Services.
* Provide leadership for grants to ensure accurate production records, work schedules and mandatory federal and state reports to ensure accountability.
* Manages the summer food service program for the district, ensures regulations and policies are followed.
* Perform miscellaneous managerial duties including records and office management and budgeting.
* Make frequent site visits.
* Follow the district’s policies and procedures as related to all HRMD guidelines, executive limitations, the district’s instructional initiatives, and the school district’s charter guidelines.
* Follow the district’s policies and procedures as related to fixed assets and comply with auditing standards.
* Develop leadership in subordinates.
* Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
* Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
* Responsible for self development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
* Perform other duties and responsibilities as assigned by supervisor.

\* Essential Performance Responsibilities

**TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

ORANGE COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE/TECHNICAL ACCOUNTABILITY

PERFORMANCE APPRAISAL INSTRUMENT

## **SCHOOL FOOD SERVICE MANAGER, NUTRITION EDUCATION, SUMMER FOOD SERVICE AND GRANTS**

Name       Supervisor

Work Location       Personnel #       School Year

The goal of the School Food Service Manager, Nutrition Education, Summer Food Service and Grants is To identify, coordinate and implement diverse training activities to strengthen the nutrition and food connections and support the goals of Food and Nutrition Services and the district in achieving safe, efficient and professional food and nutrition education services for OCPS students through coordination with the OCPS Curriculum Department as well as other nutrition community and national organizations. To increase interest and participation in the school meals program through nutrition communications. To identify, write, and develop the grants that will add to the value of the Food and Nutrition Services to the students of Orange County Public Schools. To manage the Fruits and Vegetable Grant, Breakfast in the Classroom, and other grants as assigned.

Consistent with the above, the Director, Food and Nutrition Services or Administrator, Food and Nutrition Services will evaluate the performance of the School Food Service Manager, Nutrition and Grants. The evaluation will encompass three areas as outlined below:

|  |  |
| --- | --- |
| **Evaluation Component** | **Evaluation Standard** |
| **Part I - Performance Responsibilities*** Managing Departmental Operations
 | * Meeting Expectations
* Not Meeting Expectations
 |
| **Part II - Performance Standards to District Objectives*** High Expectations for Student Learning
* Student Social and Emotional Well-Being
* Dedicated and High-Quality Team
* Positive Climate and Safe Environment
* Efficient Operations
* Engaged and Invested Community
 | * Meeting Expectations
* Partially Meeting Expectations
* Not Meeting Expectations
 |
| **Part III - Overall Assessment*** Overall Performance Rating

  | * Exemplary
* Above Expectation
* Satisfactory
* Needs Improvement
* Unacceptable
 |

## **PART I – PERFORMANCE RESPONSIBILITIES – SCHOOL FOOD SERVICE MANAGER, NUTRITION EDUCATION, SUMMER FOOD SERVICE AND GRANTS**

|  | **Initial** | **Mid-Year** | **Final** |
| --- | --- | --- | --- |
|  | Meeting Expectations | Not Meeting Expectations | Meeting Expectations | Not Meeting Expectations | Meeting Expectations | Not Meeting Expectations |
| Manifests a professional code of ethics and values. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:* |
| Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:* |
| Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:* |
| Responsible for the review of customer acceptance; will evaluate and implement nutrition education marketing materials to increase customer participation in assigned schools. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Responsible for assessing nutrition education training needs of the program through collection of data from surveys, interviews and focus groups. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:* |
| Review, evaluate and disseminate nutrition education resources. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Develop, conduct and coordinate instructional training sessions for school food service managers and staff to achieve goals in nutrition education that translates to increased participation in the school meals program. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Coordinate with FNS senior and field managers, parents and students, as well as school food service managers to improve the safety and quality of Food and Nutrition Services.  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Provide leadership for grants to ensure accurate production records, work schedules and mandatory federal and state reports to ensure accountability. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Manages the summer food service program for the district, ensures regulations and policies are followed. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Perform miscellaneous managerial duties including records and office management and budgeting. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Make frequent site visits. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Follow the district’s policies and procedures as related to all HRMD guidelines, executive limitations, the district’s instructional initiatives, and the school district’s charter guidelines. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Follow the district’s policies and procedures as related to fixed assets. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Develop leadership in subordinates.  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Responsible for self development and keeping up to date on current research, trends and best practices relevant to the area of responsibility. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |
| Perform other duties as assigned by the supervisor. | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  | *[ ]*  |
| *Comments:*      |

 **PART II – PERFORMANCE STANDARDS TO DISTRICT OBJECTIVES**

Select two strategies or objectives from your related District Objectives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **District Objectives** | **Strategies/Initiatives** | **Need determined by** | **Results/Outcomes** | **Measured by** | **Expectations** |
| High Expectations for Student Learning |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |
| Student Social and Emotional Well-Being |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |
| Dedicated and High-Quality Team |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |
| Positive Climate and Safe Environment |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |
| Efficient Operations |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |
| Engaged and Invested Community |       |       |       |       | [ ]  Meeting[ ]  Partially[ ]  Not Meeting |

*Comments:*      Initial

*Comments:*      Mid-Year

*Comments:*      Final

**Overall Assessment**

**PART III**

**Performance Responsibilities - SCHOOL FOOD SERVICE MANAGER, NUTRITION EDUCATION, SUMMER FOOD SERVICE AND GRANTS**

 Meeting Expectations Not Meeting Expectations\*

 [ ]  [ ]

*\*Comments*

**Business Plan**

 Meeting Expectations Partially Meeting Expectations Not Meeting Expectations\*

 [ ]  [ ]  [ ]

*\*Comments*

**Overall Performance Rating**

 Exemplary Above Expectation Satisfactory Needs Improvement\* Unacceptable\*

 [ ]  [ ]  [ ]  [ ]  [ ]

*\*Comments*

***(Please initial & date)***

 **Initial Mid-Year Final**

*Signature, Director or Administrator, Food and Nutrition Services*

*Signature, School Food Service Manager, Nutrition Education, Summer Food Service and Grants*