

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA.

PCSB: NEW
 6566 (I) Pay Grade: D10
 6571 (II) Pay Grade: D11
 6576 (III) Pay Grade: D12
 6581 (IV) Pay Grade: D13

FLSA: Non-Exempt

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| FOOD AND NUTRITION MANAGER I, II, III, IV |
| <p>REPORTS TO: Food and Nutrition Area Coordinator Principal</p> |
| <p>SUPERVISES: Food and Nutrition School Staff</p> |
| <p>QUALIFICATIONS: High school diploma or a GED, plus experience in preparing and serving foods to large groups, some of which must be in a supervisory capacity. Requires successful completion of the competencies contained in the PCS Food and Nutrition Specialist Training Program and PCS Food and Nutrition Manager Intern Training Course. Must have ServSafe Manager Certification.</p> <p>PREFERRED: Preference for the position at a Middle School will be given to those managers with at least two (2) years of Food Service Management experience. Preference for the position at a High School will be given to those managers with at least three (3) years of Food Service Management experience.</p> |
| MAJOR FUNCTION |
| <p>Performs responsible managerial and supervisory duties operating school cafeterias in a large school system. Implements federal, state and local policies.</p> |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none"> • Supervises staff and manages operations of school food and nutrition program to ensure quality, accountability, financial stability, safety and sanitation standards are maintained. • Applies knowledge for planning, preparing and serving large varieties of foods; of equipment and methods used in preparing and serving foods; of food values, nutrition and health; of sanitary and safe practices; and of storage and inventory of food supplies. • Follows countywide plan to serve economical, nutritious and attractive meals. • Calculates, orders and inventories all food and supplies needed to meet requirements designated by countywide menus. • Interviews applicants according to personnel procedures and makes recommendations for employment; supervises training of new personnel; plans, assigns, supervises and inspects work of subordinates; makes recommendations for promotions, demotions or disciplinary action. • Supervises food preparation, portion control and serving procedures to meet federal, state and local requirements; recommends purchase, repair, care and use of equipment. • Prepares a variety of reports, records and files; submits records and reports on a timely basis; prepares bank deposits. • Assists all other food and nutrition workers as needed to ensure standards of performance are maintained and program objectives achieved. • Maintains sanitary work areas to include personal cleanliness, food handling, food storage and food preparation and clean-up. • Participates in marketing program to promote student participation. |

FOOD AND NUTRITION MANAGER I, II, III, IV

| ESSENTIAL RESPONSIBILITIES (Continued) |
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| <ul style="list-style-type: none">• Assists with food and nutrition catering requests as needed.• Attends required meetings and trainings.• Maintains ServSafe status and completes manager refresher training.• Participates in professional development/training and maintains the hours and tracks log for employees required by USDA for Professional Standards.• Performs other related duties as assigned. |
| TERMS OF EMPLOYMENT |
| <p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p> |
| HISTORY OF JOB CLASSIFICATION |
| ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21 |

FOOD AND NUTRITION MANAGER I, II, III, IV

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | | X | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | X | |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | X | |
| 17. Ability to hear | | | | X | |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | | | | X | |
| 27. Other physical, mental or visual ability required by the job | | | | X | |

Food and Nutrition Manager I, II, III, IV - NR