



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6582
Pay Grade: E01

FLSA: Exempt
PTS

FOOD AND NUTRITION QUALITY ASSURANCE MANAGER
REPORTS TO: Coordinator, Food and Nutrition Training
SUPERVISES: Adult Cafeteria Teams
QUALIFICATIONS: High school diploma or GED, plus at least five (5) years' experience in managing a compliant child nutrition program and a demonstrated record of food safety, quality service, and promotional activities. Must possess a valid State of Florida Class E non-commercial driver's license. Must have ServSafe Manager/Instructor certification or earn within six (6) months of hire. PREFERRED: Bachelor's degree in food technology, food science or related area and/or experience; culinary techniques knowledge and/or certificate; experience in managing a school food and nutrition program.
MAJOR FUNCTION
Assures quality standards of the food and nutrition operations are upheld districtwide in all cafeterias. Implements and manages quality assurance and food safety programs.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Performs Quality Assurance assessments as scheduled. Reports training needs as observed and schedules follow up assessments. • Ensures that all federal, state and local food safety and sanitation standards are maintained. • Supervises Adult Café operations. • Facilitates the development, implementation and evaluation of Cook Specialist training, including Cook Specialist recertification. Conducts both classroom and practical Cook Specialist training sessions. • Collaborates with other Food and Nutrition teams and PCS departments to assure quality assurance program incorporates current policies and procedures. • Assists Food and Nutrition team with menu planning by providing efficiency input. • Reviews, develops and implements quality assurance, safety, sanitation and Cook Specialist programs • Participates in various district wide trainings and conferences. • Participates in professional development/training and maintains the hours 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: 9/27/21 LM; BOARD APPROVED: 10/26/21

FOOD AND NUTRITION QUALITY ASSURANCE MANAGER

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 Quality Assurance Manager - PTS