

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

FOOD AND NUTRITION SERVICES PROGRAM ADMINISTRATOR

QUALIFICATIONS:

Student Enrollment 2,500 – 9,999

1. Bachelor's degree or equivalent educational experience with academic major in specific areas;* or
2. Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; or
3. Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; or
4. Associate's degree or equivalent educational experience with academic major in specific areas, * and at least 2 years of relevant school nutrition programs experience.

Student Enrollment 10,000 or more

1. Bachelor's degree or equivalent educational experience with academic major in specific areas;* or
2. Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; or
3. Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition programs.

*Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Minimum Prior Training Standards

At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.

REPORTS TO:

Chief Financial Officer

SUPERVISES:

Non-instructional personnel designated.

Supervises the routine operation of the Food and Nutrition Services Program to ensure that the goal objectives of the School District are achieved to meet the needs of the students, personnel, and public.

PERFORMANCE RESPONSIBILITIES:

1. Administers the Food and Nutrition Services Program in keeping with the district, state, and federal regulations and laws.
2. Supervises and coordinates the individual school food and nutrition services programs, food, purchasing, centralized bookkeeping and federally donated commodity allocations. Assists in the establishment and administration of a budget for school food and nutrition services programs. Makes application for government surplus food for school cafeteria use and directs its distribution and transfer.
3. Standardizes cafeteria accounting procedures in cooperation with district, state, and federal guidelines. Recommends prices for school lunches to the Chief Financial Officer and supervises, when applicable, the summer feeding program and recommends employment of summer food and nutrition services workers to the Chief Financial Officer.
4. Assists in development of educational specifications and plans for new food services facilities. Determines initial order and replacement of equipment needs to meet short and long range goals. Develops specifications for food services equipment.
5. Cooperates with the Department of Health in the establishment of sanitation standards. Works with food and nutrition services personnel to establish and maintain effective sanitation practices.
6. Promotes public interest in and understanding of the Food and Nutrition Services Program and assists, upon request, in finding satisfactory solutions to complaints regarding the program.
7. Makes advisory recommendations to the Supervisor relating to employment, reappointment, suspension, and dismissal of all personnel assigned. Supervises personnel assigned to area.
8. Keeps abreast of legal requirements and proposed changes and provides advice to the Chief Financial Officer as to their effect on the school system. Maintains contact with other districts in Florida and other states to share information on programs and practices.
9. Prepares and submits applications, reports, schedules, surveys, projects, statements, etc., as required by schools, districts, state and federal agencies, or requested by the Supervisor, Superintendent, and/or School Board. Maintains complete and correct records as required by law, district policy, and administrative regulations.
10. Recommends policies and standards affecting the Food and Nutrition Services Program. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
11. Participates actively in state and national professional organizations.
12. Performs other duties assigned by the Chief Financial Officer.

TERMS OF EMPLOYMENT: Twelve months. Salary to be based on the Board-adopted administrative salary schedule – Pay Grade 6.

EVALUATION: Performance of this position will be evaluated annually by the Chief Financial Officer in accordance with the Board policy for evaluation of administrative personnel.

Job Description Supplement #11