

School Board Agenda Item

February 21, 2018

**Executive Summary**

New Job Description for the Specialist, Quality Assurance – Food and Nutrition Services Position

**Background:** This item is being recommended for School Board approval to meet requirements for new job description.

**Position Title:** Specialist, Quality Assurance – Food and Nutrition Services

**Division/Department:** Chief of Strategy & Operations

**Pay Grade:** 22 Range: \$56,413 - \$80,779

**Salary Schedule:** 2017-2018 Broward Teachers Union – Technical Support Professionals Salary Schedule

**Recommended Policy Status:** Non-Chart Job Description – **First** Reading

**Rationale:** The job description for the Specialist, Quality Assurance – Food and Nutrition Services has been created in support of Food and Nutrition Services departmental operations. The position will collaborate with administrative staff to provide assistance with food safety planning, production, merchandising and implementation of meal service programs in compliance with the departmental procedures manual and regulations of local, state or federal agencies. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a single incumbent position that is currently vacant.

An evaluation of the job description was conducted to determine the pay level assignment of 22 on the BTU-TSP salary schedule.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for BTU-TSP was provided a copy of the Specialist, Quality Assurance – Food and Nutrition Services job description via e-mail on February 2, 2018. Additional feedback was not received prior to submission of this document for approval.

**Cost:** There is no additional financial impact to the District.