



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Supervisor, ~~Resource-Computer Training~~—Food and Nutrition Services Information Systems  
JOB CODE: DD-098  
CLASSIFICATION: Exempt  
SALARY BAND: B  
BARGAINING UNIT: ESMAB  
REPORTS TO: Director, Food and Nutrition Services or Designee  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

~~Evaluate and assess software programs for purchase and utilization in the department. Assess training requirements; develop, prepare and deliver training classes for all Food and Nutrition Services staff and school-based employees of the Broward County School District; utilizing approved software packages for point of sale financial system, and daily inventory.~~

Responsible for all of the technology related needs associated with the Food and Nutrition Services department, including setup, testing, implementation and maintenance of technology programs, end-user support, and assisting with the implementation and delivery of training.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Supervisor, ~~Resource-Computer Training~~— Food & Nutrition Services Information Systems shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~communicate effectively and use appropriate interpersonal styles in interacting with all personnel.~~
- Coordinate the efficient scheduling and delivery of food service instruction training programs for Food and Nutrition Services (FNS) staff as it relates to software programs, computer hardware and web-based systems.
- ~~evaluate and provide follow up to of computer training programs.~~
- Provide technical assistance and support in resolving issues related to computer hardware and software programs for to all school-based food service personnel, and district District FNS office staff.
- Coordinate with Information & Technology and the Florida Department of Agriculture (FLDOA), to ensure the integration of software programs for FNS.
- Maintain and audit the inventory of all software packages and computer lab equipment District and school-based FNS hardware and software for purposes of ensuring the accuracy of information and financial reporting.
- Collaborate with the Information & Technology Department in coordinating maintenance activities for the District FNS server, department-based software programs, system interfaces, network integration, and security standards.
- Plan and organize the design and development of comprehensive training programs for Food and Nutrition Services employees in accordance with USDA guidelines and state regulations.
- Respond to all requests for end-user support pertaining to FNS technology-related needs and maintain a log on of services requested and provided.
- Oversee the work and perform yearly evaluation of assigned staff, after receiving with input from school principal providing feedback and coaching as needed and conducting annual performance evaluations in accordance with District guidelines.
- ~~Evaluate and install all software for to comply with federal, state, and District compliance compatibility regulatory requirements. evaluate software products at the request of Director, Food & Nutrition Services.~~
- ~~maintain resource library.~~
- Plan and coordinate system upgrades, the implementation of new application features, preventive maintenance activities and training related to online payments, meal benefit applications, publicity menus and food surveys.
- Create end-users manuals for all computer software products and maintain library of all available resources.
- Evaluate and recommend software and hardware items for technology District bids.

- ~~initiate~~ Develop and implement ~~back-up~~ procedures for back-up and storage of FNS user files and programs data.
- ~~ensure~~ Support the Director of Food and Nutrition Services with ensuring that all department ~~departmental~~ priorities and projects assist in achieving the District's Strategic Plan.
- Provide support to the Director of Food and Nutrition Services with short and long-range technology planning and budgeting.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- ~~participate, successfully,~~ Participate in training programs to enhance the individual's skills and proficiency related to ~~the~~ job responsibilities.
- ~~review~~ Review current developments, literature, and technical sources of information related to ~~the~~ job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Director, ~~Food & Nutrition Services~~ immediate supervisor or designee.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in computer science, business administration, institutional school food services, dietetics, nutrition, or related field.
- ~~Minimum~~ A minimum of five (5) years, within the last ~~ten (10)~~ eight (8) years, of experience in designing and delivering of computer-based ~~program-training programs in the private sector or government agency.~~
- Knowledge of computer systems, and databases and applications, food service.
- ~~conducting presentations~~ Excellent written and verbal communication skills.
- Prior experience evaluating organizational training needs and creating content based on the identified development need assessing training requirements, and preparing detailed training plans.
- Effective customer service and problem solving skills.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Bilingual skills.
- Prior experience working with point of sales (POS) systems, menu planning and inventory applications.

#### **FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

#### **SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works with school staff, ~~district~~ District staff, United States Department of Agriculture (U.S.D.A.) and Florida Department of Agriculture (FLDOA) in the planning of comprehensive training programs and utilization of software programs, in accordance with USDA Guidelines.

#### **PHYSICAL REQUIREMENTS:**

~~Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.~~

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

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 those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 11/16/93 &

Adopted: 12/17/93

Alignment Title Change: 3/19/96

Board Adopted: 12/16/03

Board Approved: 5/21/13

Board Adopted: 6/25/13

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