



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Specialist, Quality Assurance - Food and Nutrition Services
JOB CODE: NEW
CLASSIFICATION: Exempt
PAY GRADE: 22
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Food and Nutrition Services
CONTRACT YEAR: 244 Day

POSITION GOAL:

To provide assistance with quality assurance measures for the cafeteria's safe food and non-food handling practices by creating and implementing programs designed to train employees in receiving, storing, refrigerating, preparing, holding and serving products safely. The Specialist, Quality Assurance, assists Food Service Managers with monitoring program compliance with the Department of Food and Nutrition Services procedures manual and local, state, or federal agencies that regulate food service operations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Specialist, Quality Assurance - Food and Nutrition Services shall carry out the performance responsibilities listed below.

- Assist Coordinator, Food and Nutrition Services with the administration and coordination of the National School Breakfast and Lunch Programs, Summer Food Service Programs, and other special programs.
- Provide technical assistance to Food and Nutrition Services Managers with food safety planning, production, merchandising and implementation of the meal service programs.
- Make recommendations to Food and Nutrition Services Coordinator for menu items and products.
- Coordinate test kitchen and product testing.
- Plan and develop in-school training classes for Food and Nutrition Services cafeteria personnel. Update training materials to achieve program standards. Verify and document the effectiveness of training to improve operations.
- Participate in meetings and training sessions related to focus groups.
- Assist with the safe marketing, preparation, assembly and delivery of all new food items and products for consumption.
- Maintain liaison with community agencies, educational institutions, parent groups, District, region, and school and non-school site personnel to foster food service programs as an educational assistant.
- Ensure all department's priorities and projects assist in achieving the District's Strategic Plan.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of two (2) years, within the last five (5) years, of experience in food preparation and service in a restaurant or institutional food service establishment.
- Knowledge of food handling, safety and sanitation standards and techniques.
- Strong verbal and written communication skills.
- Effective planning, organizing, coordinating and training abilities.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Food and Nutrition Services Intern Manager Training Program or culinary program.
- Bilingual skills.

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

Works with school staff, District staff, United States Department of Agriculture (U.S.D.A.), and Florida Department of Agriculture (FLDOA) to ensure that quality standards of performance are being met in all areas of the food service program.

PHYSICAL REQUIREMENTS:

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