



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Program Manager, Nutrition Education and Training
JOB CODE: DD-075
CLASSIFICATION: Exempt
PAY GRADE: 25 26
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Food & and Nutrition Services or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL: To develop, coordinate and implement marketing, nutrition education/wellness and staff development programs which promote the successful implementation of the Food and Nutrition Services mission amongst District staff and the school community, a training program for food and nutrition service personnel, students, teachers, administrators and parents, which includes training in job related skills, nutrition education and effective food service marketing to schools, parents, and the community.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Program Manager, Nutrition Education and Training shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Develop, coordinate and supervise county-wide nutrition education activities at the elementary, middle and high school levels for principals, teachers, students, and food and nutrition services personnel which promote the cafeteria as a learning laboratory for good nutrition.
- Promote the department's mission of providing nourishing meals to support student achievement and healthy life styles.
- act as department education liaison between managers, employees, administrator, parents, and the community. Upon request, conduct student classroom nutrition education activities. Act as the Food and Nutrition Services resource for nutrition and school meals information. Function as the department spokesperson on school meal related issues, providing media interviews when necessary. Collaborate with other District departments to initiate media releases and increase visibility of the department and its initiatives.
- Plan, develop and coordinate marketing plans which promote increased participation in school meal programs. Develop develop and implement food service promotional programs, both school and district wide, for students, parents, administrators, and department personnel, i.e. such as National School Breakfast Week, National School Lunch Week, National Nutrition Month, etc. vendor sponsorships and contests. Develop and produce department marketing materials, i.e., Create brochures, newsletters, student/parent menu, posters, and web page menu articles and other marketing materials.
- Maintain the Food and Nutrition Services webpage. Provide quality evaluation of customer service through student and parent surveys, focus groups and by responding to customer feedback.
- represent Department on countywide committees, i.e., Professional Development Coordinators Council, Comprehensive School Health Advisory Council, and Vocational Culinary Arts Advisory Committee. Establish and maintain partnerships between the District, Food and Nutrition Services, local health organizations, parent groups, community agencies and businesses, to further advance the mission of Food and Nutrition Services. May provide lectures or presentations upon request.
- Oversee the work of assigned staff, providing feedback and coaching as needed and conducting annual performance evaluations in accordance with District guidelines.
- develop, write, evaluate, and update curriculum and instructional material for all contract and non contract required food service training courses and workshops. Identify, train, and monitor instructors of food service training courses. Develop affiliation agreements with accredited universities to precept dietetic students and maximize opportunities to provide nutrition education and quality evaluation.
- Develop and supervise the logistics of the District's Wellness Policy including implementation, annual evaluations, Board reports, and changes in the policy based on District needs and/or regulatory compliance.
- Create, direct and monitor staff development programs to enhance Food and Nutrition Services employees.

- supervise, monitor, and participate in the training of approximately 1400 food service employees. Maintain and utilize an employee training database to monitor employee training needs and ensure completion of ongoing training requirements. Supervise state teacher certification program for Food and Nutrition Services Department. Supervise the maintenance of the employee database to monitor training compliance. Ensure curriculum for employee courses and workshops is updated and in compliance with District staff development standards.
- work with the Adult and Vocational Education Department in developing and implementing in-service programs to update and improve school food and nutrition service personnel; supervise basic skills testing of all applicants for intern manager and assistant manager positions to ensure minimum required knowledge and job skills. Assist with recruiting and supervise basic skills testing of all applicants for intern manager and assistant manager positions to ensure minimum required knowledge for advancement to these positions.
- Lead the Intern Manager Training Program including didactic and site-based experience education, and program evaluation to assure future school-based management needs are met.
- develop and implement Food and Nutrition Services employee recognition programs, i.e., Employee of the Month, Employee of the Year, and professional association awards. Develop and implement Food and Nutrition Services employee and department recognition programs, such as Employee of the Year, School Nutrition Association Awards, United States Department of Agriculture (USDA) Accommodations Award, etc.
- Ensure that the students of Broward County Public Schools receive nutritious meals and quality service in compliance with policies set forth by the USDA, Department of Education (DOE), and the School Board via highly trained employees and staff who meet all job requirements.
- Support the Director of Food and Nutrition Services with ensuring that departmental priorities and projects assist in achieving the District's Strategic Plan.
- perform Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- participate successfully Participate in the training programs offered to increase enhance the individual's skills and proficiency related to the assignments job responsibilities.
- review Review current developments, literature, technology, and technical sources of information related to job responsibilities.
- ensure Ensure adherence to good safety rules and procedures.
- follow Follow Federal federal and State 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.
- Requires a minimum of six (6) five (5) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position.
- Registered as a dietitian by the Commission on Dietetic Registration.
- Experience developing nutrition education materials, programs, and presentations.
- Excellent written and verbal communication skills.
- Computer skills as ~~needed~~ required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Major fields of study preferred Completion of coursework in the following areas: nutrition, home economics education and/or dietetics communications, and/or marketing and business.
- Eligibility for Florida Certification in Food Supervision preferred.
- Preferred work experience to include a minimum of three (3) years successful teaching experience in planning, administering and evaluating school programs plus three (3) years in institutional food service supervision
- Bilingual skills preferred.

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

Establish and maintain partnerships between the District, Food and Nutrition Services, local health organizations, parent groups, community agencies and businesses, to further advance the mission of Food and Nutrition Services.

PHYSICAL REQUIREMENTS:

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 Approval: 10/4/83 &

Adopted: 10/20/83

Alignment Title Change: 3/19/96

Board Adopted: 3/16/04

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