



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Assistant Program Manager, Nutrition Education and Training  
**JOB CODE:** DD-131  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 22  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** Director, Food and Nutrition Services  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Assist in the development, coordination, implementation, and marketing of nutrition education/wellness and staff development programs that support the mission of the Food and Nutrition Services Department.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES**

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

- Assist in the development and implementation of county-wide nutrition education activities which promote the cafeteria as a learning laboratory for good nutrition.
- Provide guidance and recommendations on nutrition and school meals.
- Assist in the development and implementation of initiatives which promote increased participation in school meal programs including food service promotions such as National School Lunch Week, School Breakfast Week, vendor sponsorships, and contests; create brochures, newsletters, posters, menu articles and other marketing materials.
- Maintain and provide reliable and easy to understand information for the Food and Nutrition Services webpage.
- Conduct plate waste studies, focus groups, surveys and other mechanisms to garner customer feedback as assigned.
- Gather content and images for the Food and Nutrition Services newsletter to provide regular updates to stakeholders.
- Act as the department liaison, when required, with local stakeholder groups, while performing assigned duties. Provide nutrition education lectures or presentations upon request.
- Assist the Program Manager, Nutrition Education and Training (NET), in managing 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.
- Provide support to the Program Manager NET in the creation and monitoring of staff development programs that update and improve the skills of Food and Nutrition Services employees.
- Assist in the implementation of 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 United States Department of Agriculture (USDA), Department of Education (DOE), and the school.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature, technology, 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.
- Ensure adherence to safety rules and procedures.
- 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 work experience in planning, administering and evaluating ~~school food service~~ food service or nutrition education programs; completion of internship rotation at Broward County Public Schools (BCPS) will be considered in lieu of experience requirement.
- Registered as dietitian by the Commission on Dietetic Registration or registration pending.
- Strong verbal and written communication skills.
- Ability to instruct others.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Bilingual skills.

**SIGNIFICANT CONTACTS** – Daily contact with Food and Nutrition Services Intern Managers, clerical staff, part-time instructors, and others as designated; ensuring the department's goal of delivering the highest and best customer service while providing nourishing meals to support student achievement.

**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.

Board Approved: 2/21/18

Board Adopted: 4/10/18