

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Assistant Coordinator, Food & Nutrition Services
CONTRACT YEAR:	Twelve Months
PAY GRADE:	22
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor’s degree from an accredited institution with specialization in Administrative Dietetics, Food and Nutrition or Institutional Management.

EXPERIENCE: Minimum of one (1) year, within the last three (3) years, of food service experience in menu compliance, production, ordering, and receiving. Experience with USDA Meal Guidelines and Meal Patterns.

OR

EDUCATION: An earned associate’s degree from an accredited institution with specialization in Administrative Dietetics, Food and Nutrition or Institutional Management.

EXPERIENCE: Minimum of four (4) years, within the last six (6) years, of food service experience in menu compliance, production, ordering, and receiving. Experience with USDA Meal Guidelines and Meal Patterns.

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Minimum of eight (8) years, within the last ten (10) years, of school food service experience in menu compliance, production, ordering, and receiving. Experience with USDA Meal Guidelines and Meal Patterns.

ADDITIONAL QUALIFICATIONS

- REQUIRED:** Possession of a valid Florida Drivers License. Effective written and oral communication skills.
- PREFERRED:** Bilingual skills
- REPORTS TO:** Coordinator, Food and Nutrition Services
- SUPERVISES:** Assigned clerical staff
- POSITION GOAL:** Assist in coordinating procurement, budget, menu and recipe management functions including USDA Commodity Food inventory and usage. Provide administrative support to the Food and Nutrition Services Department. Responsible for maintaining and monitoring quality control and adherence of vendors to bid specifications and minimum criteria.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant Coordinator, Food & Nutrition Services shall:

1. work with the Coordinator in the Procurement Management Services on bid specifications and Food Purchase Orders management. Monitor vendors and schools to ensure that bid products are meeting specifications of bid. Manages the menu utilizing USDA Commodity foods and controls purchased foods usage to ensure adherence to fiscal controls.
2. assist Food & Nutrition Service Managers and Food Service Coordinator on a daily basis with problems and concerns regarding products, deliveries and weekly food ordering. Adheres to quality assurance guidelines. Conducts on-site visitations to food distribution and storage facilities to ensure quality control.
3. assist and coordinate budget and menu management, including food cost control. Ensures effective fiscal control of food purchase and sales. Participates in the menu committee.
4. coordinate and supervise promotional and merchandising campaigns conducted in Broward County Public Schools Food and Nutrition Service Program to enhance the food service program and increase revenue.
5. supervise food product testing and evaluation in conformance with USDA and District's nutrition requirements and guidelines.
6. update and incorporate recipe information into the on-line automated recipe system.
7. maintain catalog of food labels.
8. maintain nutrient information on the department website
9. coordinate and assist the Food and Nutrition Services Coordinator with provision of food services for Red Cross Emergency Shelters.
10. perform other duties related to general administrative responsibilities of the position.

11. conduct surveys to determine customer needs and satisfaction level.
12. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
13. participate in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
14. review current developments, literature and technical sources of information related to job responsibilities.
15. ensure adherence to good safety procedures.
16. follow federal and state laws, as well as School Board policies.
17. perform other duties as assigned by the Director, or designee.

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

Effective interaction with the general public, staff, teachers, parents, and administrators. Maintains and monitors quality control and adherence of vendors to bid specifications and minimum criteria.

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.

FLSA OVERTIME CATEGORY:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Assistant Coordinator, Food & Nutrition Services
Point Range: 715-754

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

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|---|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Assistant Coordinator, Food & Nutrition Services
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4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A3	C1	C	B	B