

**SCHOOL DISTRICT OF OKEECHOBEE COUNTY**  
**FOOD SERVICE QUALITY ASSURANCE MANAGER AT LARGE**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Associate's degree preferred.
- (3) Three (3) years experience in school food service.
- (4) Experience in quantity cooking, baking and cashiering.
- (5) Valid Florida driver's license with good driving record.
- (6) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work in a professional manner with co-workers and students. Ability to pass a written and demonstrative manager's exam. Good organizational and math skills. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements, Board of Education policies and State and Federal regulations and procedures, particularly as they relate to Child Nutrition Programs. Ability to read and comprehend detailed instructions, compose and comprehend short correspondence, detailed reports and memos. Ability to effectively present information in one-on-one and small group situations. Applicant shall have three (3) years from date of employment to achieve national certification in Child Nutrition through the School Nutrition Association.

**REPORTS TO:**

Supervisor of Food Service

**JOB GOAL**

To administer the food service program at the school level in an efficient and effective manner to meet nutritional requirements for students and staff in accordance with local, state and federal requirements.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Assist, as needed, at school sites in the event of the absence of the Food Service Manager.
- \* (2) Assist the Food Service Supervisor in providing a comprehensive training program for food service employees.
- \* (3) Prepare all required reports and maintain all appropriate records.

## **FOOD SERVICE QUALITY ASSURANCE MANAGER AT LARGE (Continued)**

- \* (4) Responsible for review of school orders and facilitating the delivery of all supplies and food, including commodity goods.
- \* (5) Responsible for organizing and monitoring equipment repairs.
- \* (6) Conduct site surveys for menu items.
- \* (7) Assist Food Service Managers in implementation of marketing/promotional strategies.
- \* (8) Assist Food Service Managers with equipment inventory process.
- \* (9) Provide support and technical assistance to Food Service Managers as needed.
- \* (10) Perform other related duties as assigned by the Food Service Supervisor.

### **Inter/Intra-Agency Communication and Delivery**

- \* (11) Exercise a service orientation when working with others.
- \* (12) Respond to inquiries and concerns in a timely manner.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Provide required catering services for special functions as needed.
- \* (15) Coordinate assistance to the Red Cross if the school is utilized as a shelter in the event of an emergency.
- \* (16) Serve on school/district committees as required or appropriate.
- \* (17) Use effective, positive interpersonal communication skills.
- \* (18) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \* (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (20) Facilitate or assist in facilitating the development, implementation and evaluation of staff development activities in assigned areas.
- \* (21) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- \* (22) Participate in cross-training activities as required.

### **Systemic Functions**

- \* (23) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (24) Follow federal and state laws, as well as School Board policies, rules and regulations.
- \* (25) Represent the district in a positive and professional manner.
- \* (26) Demonstrate support for the school district and its goals and priorities.
- \* (27) Ensure adherence to good safety standards.
- \* (28) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

### **Leadership and Strategic Orientation**

- \* (29) Assist in implementing the district's goals and strategic commitment.
- \* (30) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (31) Set high standards and expectations and promote professional growth for self and others.
- \* (32) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (33) Maintain confidentiality regarding school/workplace matters.

## **FOOD SERVICE QUALITY ASSURANCE MANAGER AT LARGE (Continued)**

- \*(34) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **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.

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### **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 district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012