

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6599  
 Pay Grade: D09

FLSA: Non-Exempt

<b>FOOD AND NUTRITION LEAD SPECIALIST</b>
<p><b>REPORTS TO:</b>          Food and Nutrition Area Coordinator          Principal</p>
<p><b>SUPERVISES:</b>          Food and Nutrition Assistant</p>
<p><b>QUALIFICATIONS:</b>          Completion of the eighth grade with functional skills in reading, writing and mathematics. Three (3) years' experience in high volume food service. Successful completion of district's Food and Nutrition Specialist class and other assigned courses. Must be ServSafe certified or earn within six (6) months. (Internship training available).</p> <p><b>PREFERRED:</b>          High school diploma or a GED.</p>
<b>MAJOR FUNCTION</b>
<p>Performs responsible managerial and supervisory duties operating a small school cafeteria. Maintains federal, state and local standards and implements School Board policies.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Supervises staff and manages operations of school food and nutrition program to ensure quality, accountability, financial stability, safety and sanitation standards are maintained.</li> <li>• Supervises food preparation, portion control, serving procedures to meet federal, state and local requirements; recommends purchase, repair, care and use of equipment.</li> <li>• Applies knowledge for planning, preparing and serving large varieties of foods; of equipment &amp; methods used in preparing and serving foods; of food values, nutrition and health; of sanitary and safe practices; and of storage and inventory of food supplies.</li> <li>• Calculates, orders and inventories all food and supplies needed to meet requirements designated by countywide menus.</li> <li>• Prepares a variety of reports, records and files; submits records and reports on a timely basis; makes daily bank deposits.</li> <li>• Interviews applicants according to personnel procedures and makes recommendations for employment; supervises training of new personnel; plans, assigns, supervises and inspects work of subordinates; makes recommendations for promotions, demotions or disciplinary action; prepares annual appraisals.</li> <li>• Assists all other food and nutrition workers as needed to ensure standards of performance are maintained and program objectives achieved.</li> <li>• Maintains sanitary work areas to include personal cleanliness, food handling, food storage and food preparation and clean-up.</li> <li>• Maintains ServSafe certification.</li> <li>• Participates in professional development/training, maintains the hours and tracks log for employee; required by USDA for professional standards.</li> <li>• Attends required meetings and trainings.</li> <li>• Performs other related duties as assigned.</li> </ul>

**FOOD AND NUTRITION LEAD SPECIALIST**

**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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21

**FOOD AND NUTRITION LEAD SPECIALIST**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Food and Nutrition Lead Specialist - NR