

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6601  
Pay Grade: D11

FLSA: Non-Exempt  
Non-Rep

<b>FOOD AND NUTRITION SUMMER MONITOR</b>
<p><b>REPORTS TO:</b> Director, Food and Nutrition Assistant Director, Food and Nutrition Food and Nutrition Area Coordinator</p>
<p><b>SUPERVISES:</b> Summer Food and Nutrition Assistants, Production Room/Driver Summer Food and Nutrition Assistants, Site-Based</p>
<p><b>QUALIFICATIONS:</b> Current PCSB Manager (I-V). Current ServSafe certification. Better than satisfactory in most recent appraisal year. Successful annual onsite review. Must possess a valid Florida Class E Non-Commercial driver's license AND be willing to drive a PCSB county vehicle.</p> <p><b>PREFERRED:</b> Manager II or higher with at least three (3) years of experience as PCSB Manager.</p>
<b>MAJOR FUNCTION</b>
Under direction of the department, oversees the summer feeding program to guarantee cost control, ordering, and inventory. Maintains federal and state regulations for accountability to include accurate and complete documentation for daily operation procedures within state and USDA regulations.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Provides leadership and resources to summer site staff.</li> <li>• Applies strategies to ensure smooth production, regulatory accountability at sites, and monthly claims.</li> </ul> <p><b>SITE-BASED:</b></p> <ul style="list-style-type: none"> <li>• Monitors site documentation weekly for accountability and reviews for accuracy; brings paperwork to office.</li> <li>• Trains and follows up with staff on procedures and accountability to minimize food loss.</li> <li>• Completes required reports in timely manner, as scheduled.</li> <li>• Offers suggestions and/or corrections as needed to maintain accountability.</li> </ul> <p><b>OFFICE-BASED:</b></p> <ul style="list-style-type: none"> <li>• Reviews and organizes daily delivery tickets/daily and weekly meal count sheets.</li> <li>• Inputs numbers of meals ordered/served into APPX system to generate monthly claim.</li> <li>• Fields phone calls for program and contacts appropriate personnel for any issues or corrective action.</li> <li>• Performs other related duties as required.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 3/11/19 LM; BOARD APPROVED: 04/23/19

**FOOD AND NUTRITION SUMMER MONITOR**

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 computer to enter and transform words or data					X
21. Using various technology tools					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				