

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Operations Red Apple Dining

#### QUALIFICATIONS

- Bachelor's Degree in food and nutrition, food service management, culinary arts, business, or related field.
- Master's Degree preferred.
- Three (3) years' ~~work~~ experience in restaurant management.
- Multi-unit restaurant management experience preferred.
- Valid Florida driver's license and use of personal automobile required.
- ServSafe certification or receive certification within six (6) months of hire.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to be an ambassador for the brand.
- Ability to lead and develop team members.
- Effective skills in oral and written communications.
- Effective skills in problem solving and conflict management.
- Ability to plan, organize, and prioritize.
- Knowledge of Florida Administrative Code concerning food service.
- Knowledge of laws, regulations, and policies concerning the USDA Child Nutrition Programs.
- Knowledge of computer applications as related to job functions.

#### SUPERVISION

**REPORTS TO** Director, Red Apple Dining  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To coach and develop leadership teams to ensure operational efficiency and financial accountability of campus restaurants and provide an exceptional dining experience for guests.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Lead, mentor, engage, and develop teams to maximize their contributions, including, recruiting, assessing, training, coaching, and managing performance.
2. \*Lead, coordinate, and support all campus restaurant operations.
3. \*Develop and coordinate training for the Red Apple Dining team.
4. \*Assist in establishing and maintaining a high level of food quality and menu satisfaction through well-developed culinary and production practices, with a focus on variety, trends, and healthy dining options.
5. \*Assist District Managers in the development and implementation of campus restaurant marketing strategies and goals to maximize guest dining and service.
6. \*Assist campus restaurants in facilitating partnerships with teachers to provide learning opportunities for students.
7. \*Maintain open communication with district leaders in planning, developing, and utilizing Red Apple Dining for the maximum benefit to the district, campuses and community.
8. \*Ensure campus restaurants have the appropriate equipment to meet the needs of production and service.
9. \*Coordinate and support catering operations.
10. \*Maintain a safe and healthy environment for guests and team members.
11. \*Direct, supervise, and evaluate assigned personnel.
12. \*Provide leadership to Red Apple Dining team to ensure compliance with Federal and State regulations, School board policies and district procedures.
13. \*Serve on the district-wide emergency management team.

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14. Perform other duties as assigned by the Director, Red Apple Dining.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard office equipment and commercial food service equipment

## PHYSICAL REQUIREMENTS

### Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pound of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

### Sitting

Resting with the body supported by the buttocks or thighs.

### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

### Bending

Lowering the body forward from the waist.

### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

### Kneeling

Bending legs at knee to come to a rest on knee or knees.

### Crouching

Bending the body downward and forward by bending leg and spine.

### Twisting

Moving body from the waist using a turning motion.

### Reaching

Extending hand(s) and arm(s) in any direction.

### Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward, or outward exerting up to 50 pounds of force.

### Pulling

Using upper extremities to drag, haul, or tug objects in a sustained motion exerting up to 50 pounds of force.

### Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.

### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

### Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-10-F \$65,527 - \$100,516**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7600  
Job Code 1720  
Survey Code 76010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**October 29, 2019**  
**March 9, 2010**  
**April 9, 2002**  
**March 28, 2000**

ADA Information Provided by Chad Wilsky  
Position Description Prepared by Chad Wilsky