

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DINING SERVICES DISTRICT MANAGER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's degree or higher preferred.
- Five (5) years experience in Dining Services supervision.
- Valid Florida driver's license and use of personal automobile is 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 Dining Services.
- Knowledge of laws, regulations and policies concerning the USDA Child Nutrition Programs.
- Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Coordinator, Dining Services Operations
SUPERVISES Assigned Personnel

POSITION GOAL

To develop, coach and grow team members, operational efficiency and financial accountability throughout the district utilizing direct and indirect influence and leadership.

PERFORMANCE RESPONSIBILITIES

1. * Develop a growth mindset within 8 -12 sites, each staffing between 7 and 30 team members.
2. * Coach and train managers, assistant managers and all team members on operational excellence and take corrective action if necessary.
3. * Work with managers to teach, train and supervise team members in the preparation of food with an established production system following standardized recipes, preparation and service methods, proper food handling techniques, equipment use & care and cashiering.
4. * Monitor training processes to ensure quality training of team members.
5. * Ensure food of high quality is prepared and served to guests.
6. * Develop and implement business plans and goals to maximize guest sales and service.
7. * Establish and maintain open communication with principals and staff in planning, developing and utilizing the district's Dining Services program to effect maximum benefits to the school and the community.
8. * Communicate with principals or their designees all circumstances that impact the safety, health and welfare of students, faculty and staff.
9. * Maintain open communication with teachers, parents and students.
10. * Ensure required paperwork (i.e. HACCP & productions records) are completed and utilized appropriately and provide necessary training when needed.
11. * Supervise and evaluate Dining Services team members. Make recommendations for appointment, re-appointment, transfer, termination and promotion.
12. * Provide leadership to team members to ensure compliance with Federal and State regulations, School Board policies and District procedures.
13. * Conduct federally mandated program reviews.
14. * Ensure the financial accountability of assigned sites.

DINING SERVICES DISTRICT MANAGER, Page 2

- 15. * Ensure sites have the appropriate equipment to meet the needs of production and service.
- 16. * Submit reports and maintain records as required.
- 17. * Assist with catering events as needed (planning, food preparation, setup, service and cleanup) which may be outside normal work hours.
- 18. * Be available to participate as part of the District-Wide Emergency Management Team.
- 19. Perform other duties/ tasks consistent with the goals and objectives of this position as assigned by the Coordinator, Dining Services Operations.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, Commercial Food Preparation Equipment and Cleaning Chemicals

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 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.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
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.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
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.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
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-06-E \$43,384 - \$75,705

District Salary Schedule

Months 10

Annual Days 196

Weekly Hours 37.5

Annual Hours 1470

POSITION CODES

PeopleSoft Position TBD

Personnel Category 18

EEO-5 Line 44

Function Vary

Job Code 1701D

Survey Code 76013

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

April 22, 2014

ADA Information Provided by Chad Wilsky

Position Description Prepared by Chad Wilsky