

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Talent Recruitment and Development Red Apple Dining

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's Degree or higher preferred.
- Five (5) years' experience in restaurant supervision (leadership & management).
- Experience in talent recruitment and development in a restaurant environment 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 a brand ambassador for Red Apple Dining.
- Demonstrated ability to lead and develop teams, including experience in designing and implementing team training tools.
- Effective oral and written communications skills with strong presentation skills.
- Effective interpersonal, counseling, and negotiation skills.
- Demonstrated ability to plan, organize, and prioritize.
- Knowledge of recruiting methods and best practices in the restaurant industry.
- Knowledge of applicable policies, federal, state, and local employment laws and regulations.
- Knowledge of Florida Administrative Code related to operating a restaurant.
- 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, Operations Red Apple Dining
SUPERVISES Assigned Personnel

POSITION GOAL

To recruit, coach, and develop restaurant teams and leadership.

PERFORMANCE RESPONSIBILITIES

1. *Provide exceptional service with the highest standards to all guests.
2. *Assist the Coordinator of Operations to support all aspects of team development.
3. *Develop plans and strategies to reach out within the community to find potential team members.
4. *Build relationships with local colleges and community organizations to recruit team members.
5. *Represent Red Apple Dining at local recruitment events.
6. *Develop, manage, and implement effective on-boarding procedures for new team members.
7. *Work directly with restaurant managers to ensure team members are successful in their positions.
8. *Work directly with staffing agencies to help in their vetting of possible candidates for Red Apple Dining.
9. *Work directly with Red Apple Dining marketing team to create effective promotional materials through digital and print media outlets to recruit team members.
10. *Maintain training records as required for USDA Child Nutrition Programs.
11. *Coordinate Red Apple Dining student worker and internship activities.
12. *Track turnover rates and reasons for turnover. Develop ways to decrease turnover by developing retention strategies and train managers to create engaging work environments for team members.
13. *Assist in creating effective training programs for team members.
14. Perform other duties as assigned by the Coordinator of Operations Red Apple Dining.

*Denotes essential job functions/ADA

EQUIPMENT / MATERIALS

Standard office equipment and commercial restaurant equipment

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.
Crawling Moving about on hands and knees or hands and feet.
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 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 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 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
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

A75-12-G \$57,080 - \$89,862

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 Vary
Job Code 1784
Survey Code 76010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 7, 2021

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