



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: School Nutrition Manager  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform responsible supervisory work operating various size school cafeterias.

### Essential Functions of this Job

Extensive knowledge of the planning, preparation and service of a large variety of foods. Considerable knowledge of foodservice equipment. Considerable knowledge of food values in nutrition. Considerable knowledge of health, sanitary, and safety practices in the school nutrition operation. A considerable knowledge of the storage of food and non-food supplies. Ability to supervise the operation of economical, nutritious, and effective meals. Ability to supervise and train school nutrition personnel. Ability to establish and maintain effective working relationships with employees, students and school personnel. Demonstrates appropriate written and verbal communication skills. Ability to provide a high level of customer service to parents and other community members.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

One year experience in school foodservice or related work. Completion of all required school foodservice courses, and other requirements as established by departmental regulations. Bilingual/biliterate preferred.

### Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED.

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Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 20 pounds, and infrequently weighing between 20 and 50 pounds. Requires working indoors in environmentally controlled conditions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0347  
EEO5: 44  
Approval Date: 2012-11-13  
Date Last Revised: 2013-07-08

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*