



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: FOOD SERVICE PROGRAM ADMINISTRATOR

QUALIFICATIONS:

1. Associate's Degree with a minimum of 5 years' experience in food service or related field.
2. Possess, or complete within three months of hiring, professional development requirements of the Department of Agriculture.
3. Knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local District policies as they relate to food service, preferred.

PHYSICAL REQUIREMENTS: Medium – may require working occasionally in an environment with temperature extremes

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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 as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates food service activities/information with school district employees and the Food Service Management Company (FSMC).
2. Establishes and maintains an excellent FSMC relationship while working closely with the FSMC to ensure that the contract is executed properly.
3. Consults with school principals and administrators on matters concerning their support for an effective food service operation.
4. Conducts, monitors and evaluates programs as required by county, state and federal rules and regulations. Administers and complies with rules pertaining to the National School Lunch Program for Children; as well as the Department of Health's Supper Program.
5. Assists the FSMC and Bay District Schools on qualities and quantities of food supplies and equipment needed for the implementation of the Food Service Program.
6. Assists in developing food service facilities in new or remodeled schools.
7. Assists in developing and recommending specifications for the initial purchase and replacement of school food service equipment.
8. Directs and assists in the preparation and submission of required district, state, and federal reports.
9. Conducts a review of the Free and Reduced Price Meal Applications and Verification Procedure annually.
10. Provides leadership to team members to ensure compliance with Federal Laws, State Statutes and rules, USDA regulations, School Board policies and District procedures.
11. Recommends and assists with in-service training and food service employees.
12. Prepares required program reports.
13. Conducts site visits.
14. Assists in the establishment of short-range and long-range goals for the Food Service Department.
15. Works with the FSMC in preparing procedures for school food service operations.
16. Attends/completes training and informational meetings as required by the Food Service Department and the Florida Department of Agriculture.
17. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan
Reviewed by Dept. of Human Resources

APPROVED JUL 26 2022

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer