

Job Title: **Administrative Specialist – School Food Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 14

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to complete, process, coordinate, and oversee the myriad of administrative documents and tasks required to operate Federal Child Nutrition Programs maximizing effective supervision of School Food Services employees, and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and public who call on the District administrative office

ESSENTIAL JOB FUNCTIONS

- Provides personnel services in support of Food Services employees and coordinates such services with appropriate District offices.
- Conducts special research studies, as assigned, obtains data, evaluates alternatives, may participate in the recommendation process for action, and may prepare written report of findings.
- Performs numerous essential record keeping duties to organize and maintain department information and filing systems.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Assists in the planning and organizing of all School Food Services trainings (including monthly meetings).
- Assists in the preparation of all School Food Services documents and resources available for employees within the department and District.
- Oversees completion of the annual Child Nutrition Program application including any necessary waivers and correspondence with Department of Agriculture.
- Supervises any temporary employees, Technician, and Administrative Secretary II.
- Schedules, assists, and coordinates various Food Services administrative functions in support of hiring process.
- Coordinates interview processes and the scheduling of employee interviews.
- Receives inquiries and concerns from School Food Services employees through friendly, professional customer service skills, ascertains the nature of the request, provides assistance or directs to the appropriate resource.

- Acts as a liaison between School Food Services and School District administrative offices as well as outside agencies as needed.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Keeps well informed about any changes and updates regarding child nutrition programs by attending appropriate FDACS/FNW workshops.
- Maintains a network of peer contacts.
- Sets the overall objectives and deadlines to be met.
- Exhibits interpersonal skills to work as an effective team member.
- Provides leadership and direction for the assigned areas of responsibility.
- Provides leadership and guidance in the development of annual goals and objectives for assignment.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Facilitates problem solving by individuals or groups.
- Demonstrates the ability to recognize problems and determine appropriate solutions in a timely fashion.
- Plans and coordinates meetings and trainings.
- Communicates effectively with school administrative staff, including principals, teachers, and support staff, as well as school cafeteria employees.
- Responds to technical inquiries or complaints from customers or regulatory agencies.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited education institution. Degree in Food Service related field preferred.
- Experience in the management of a Free and Reduced Price Meal Program either at a school or the District level.
- Experience in the recruitment of qualified School Food Services employees.
- Minimum of five (5) years of successful and progressively responsible experience in administrative support functions and proficiency in computer applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires thorough knowledge and understanding of the National School Lunch, School Breakfast, and After School Care Snack Programs and other Federal and State regulations and guidelines related to child nutrition programs.
- Requires the ability to display knowledge of administrative concepts, principles and practices sufficient to permit independent performance of duties.
- Requires the ability to assist in the management of administrative operations within the office, including establishing work priorities and resolving problems.
- Requires the ability to display knowledge of the activities, operations, assignments, and scope of the District.
- Requires the ability to act as a liaison between Food Services and School District Administrative Offices.

- Requires the ability to perform difficult tasks in service to the public, staff, and School Board.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in computer skills.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to display knowledge of School Food Services operations, including an in depth familiarity with all of the USDA regulations surrounding the National School Lunch, School Breakfast, and After School Care Snack Programs.
- Requires the ability to display knowledge of operating various software programs including MS Excel.
- Requires the ability to plan, organize and prioritize activities.
- Requires the ability to delegate tasks and follow-up to ensure that the tasks are being completed in a timely and accurate manner.
- Requires the ability to effectively write or verbalize information for public distribution via the news media.
- Requires the ability to effectively present information to the School Board, the Superintendent, and to the community.
- Requires the ability to display knowledge to assist School Food Services employee in the areas of payroll, required paperwork.

PHYSICAL DEMANDS

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.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: