

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPECIAL EVENTS MANAGER, FOOD AND NUTRITION SERVICES

SALARY SCHEDULE: SSP2 + Manager %

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid state of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of food quantities. Customer services expertise. First Aid and CPR training. Positive people and communication skills. Time management ability and good organizational skills. Ability to work evening hours.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To encourage schools and departments to utilize catered services which support the basic focus and philosophy of the Food and Nutrition Services, with catered services being an addition to, but not a replacement of, the child nutrition program.

SUPERVISES:

Food Services Workers

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare food, organize delivery of food items, set up functions and plan special catered functions.
- * (2) Develop schedules and organize supplies to provide for timely delivery for catering events.
- * (3) Utilize cost control procedures to monitor food and labor costs enabling the events to stay within budgetary restraints.
- * (4) Manage all aspects of program, including invoicing to ensure high level of productivity and service.
- * (5) Initiate purchase orders for supplies and equipment.
- * (6) Recommend new equipment or replacement of the existing equipment.
- * (7) Work with Director of Food and Nutrition Services to build and maintain an efficient food services program.
- * (8) Supervise Food Service Workers in the preparation of food for catered events.
- * (9) Train Food Service Workers in the art of catering and food preparation.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding school matters.
- * (15) Maintain positive relationships with staff and vendors.
- * (16) Participate in workshops and training sessions as required.
- * (17) Communicate effectively with staff and vendors.
- * (18) Keep supervisor informed of potential problems or unusual events.

SPECIAL EVENTS MANAGER, FOOD AND NUTRITION SERVICES (Continued)

- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities