

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6561  
Pay Grade: E04

FLSA: Exempt  
PTS

**FOOD SERVICE FIELD COORDINATOR**

**REPORTS TO:**

Director, Food Services  
Assistant Director, Food Services

**SUPERVISES:**

Walter Pownall Services Center-based Food Service Managers, Specialists, and Assistants  
School-based Food Service Managers and Staff  
Summer Production Room Staff  
Summer Site-based Staff and Monitors

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Food and Nutrition, Institutional Food Management, or a related area. Three (3) years of related experience to include two (2) years' experience supervising or coordinating food service personnel. OR. An associate's degree from an accredited college or university in Food and Nutrition, Institutional Food Management or a related area, plus demonstrated completion of Food Service Industry-related management training. Five (5) years of related experience to include three (3) years' experience supervising or coordinating food service personnel.

**PREFERRED:**

Registered Dietician or experience as a District School Food Service Supervisor.

**MAJOR FUNCTION**

Under the direction of the Director/Assistant Director, Food Services, this position oversees, coordinates and evaluates all phases of the food service operation in assigned schools/locations.

**ESSENTIAL RESPONSIBILITIES**

- Provides leadership and resources to district, departments, school administrators, and school-based food services staff
- Provides direction to ensure nutritional, financial, and regulatory accountability is maintained in assigned schools
- Monitors financial management of assigned schools; recommends cost-control measures
- Applies strategies to ensure high standards for quality food production, food services, safety, and sanitation
- Applies strategies for building a cohesive school nutrition team (communications, teambuilding, conflict resolution, and problem-solving)
- Oversees school-based staffing, including hiring, training, promotion, and discipline in compliance with district policy and labor law
- Conducts annual appraisals for Food Service Managers and other assigned staff
- Oversees annual appraisals of school-based Food Service teams
- Conducts annual onsite reviews and follow-up reviews as scheduled/required
- Plans, presents, and attends professional development programs for school nutrition staff
- Performs other related duties as required

**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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**FOOD SERVICE FIELD COORDINATOR**

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 5/94 PBL; BOARD APPROVED: 5/11/94; REVISED (MQ'S): 10/96 PBL; BOARD APPROVED: 12/10/96;  
FORMAT CHANGE, PG, TITLE, RT, SUPERVISES, MQ, MF, ER: 09/11/16; BOARD APPROVED: 10/25/16

**FOOD SERVICE FIELD COORDINATOR**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Food Service Field Coordinator - PTS