

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Special Projects Facilitator	<b>JOB CODE:</b> 466K
<b>DIVISION:</b> Business Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Director Wellness, Food and Nutrition Services	<b>PAY GRADE:</b> Rank I (NK09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To ensure high standards of food production, nutrition, service, and presentation in various areas of the FNS program. Primary projects to include FNS Catering, recipe development and recipe testing. Will also assist on any additional special projects within FNS.	

#### REQUIREMENTS:

1.	Educational Level: Must meet one of the following conditions: hold an Associate Degree in a specific major (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field) or; Bachelor Degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the Bachelor Degree requirement.
2.	Certification/License Required: Valid Georgia Driver's License; valid ServSafe Certification required (or must be completed within 1 year of employment). Successful graduate of the CCSD FNS Manager-In-Training (MIT) Program (or existing CCSD FNS Manager) who has completed the GADOE core TID courses for School Nutrition Managers preferred.
3.	Experience: Three years combined experience in food service management, supervision, food service operations, or related experience required; extensive background in sanitation, food safety, food production, and presentation.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; driving personal vehicle, ability to repetitively lift items weighing a maximum of 50 pounds, walk and stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, frying, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; (see attached Chart of Physical Demands).
5.	Knowledge, Skills, & Abilities: Communicate effectively in written and oral form with people using positive interpersonal skills; knowledge and experience in Microsoft Office software and Horizon/OneSource software; accomplish goals in a timely manner, and maintain confidentiality; knowledge of food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP), safety regulations and practice applicable to food production facilities and equipment; use tact, patience, and courtesy; interpret, apply, and explain rules, regulations, policies and procedures; ability to interpret budget data, monitor actual financial results, and take corrective action when necessary to help ensure that financial goals are met; establish and maintain cooperative and effective working relationships with others; organizational skills; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manage and coordinate the food service operations and activities of the FNS catering program. To include analyzing effectiveness, assuring compliance with District, State and Federal laws, regulations and safety/sanitation procedures.

3.	Plan, organize and supervise catering events; implement policies/procedures as outlined by FNS program.
4.	Demonstrates ability to be flexible in work schedule to accommodate catering event needs.
5.	Develop menus and recipes including standardization and costing for FNS catering program. Prepare menus and food items; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget. Conduct and report monthly inventories and profit/loss evaluation.
6.	Develop, maintain, prepare, review and collect catering records, inventories, logs, reports and revenue; accumulate data and input information into a computer as appropriate and file documents in an accurate and timely manner.
7.	Communicate with FNS staff, students, school staff and outside organizations to exchange information, receive suggestions and resolve issues related to catering operation. Develop and provide promotional materials for the FNS catering program.
8.	Keep supervisor informed of all matters related to the FNS catering program.
9.	Assists in evaluating current and new food and paper products for the FNS catering and FNS school meals programs.
10.	Assists in testing, developing, and maintaining recipes based on nutrition standards for quality, cost, customer preference, ease of preparation, and presentation.
11.	Assist in development and implementation of FNS staff training.
12.	Assists in developing policies/procedures and/or updating the manual for Cafeteria Managers and ensuring compliance with all policies/procedures and food and employee safety standards.
13.	Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing CCSD in a positive light; collaborates with school administration and provides feedback in response to customer issues.
14.	Responsible for self-development and keeping up to date on current research, trends and best practices relevant to areas of responsibility.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**PHYSICAL DEMANDS:**

Dictionary of Occupational Titles - Physical Demand Categories:

**Occasional**  
1-33% or 0-2.5 hrs p/day  
0-100 reps

**Frequent**  
33-66% or 2.5-5 hrs p/day  
100-500 reps

**Continuous**  
67-100% or 5 or more hrs p/day  
500 or more reps

<b>TASK/ACTIVITY</b>	<b><u>Occasional</u></b> <b>1-33%</b> <b>per day</b>	<b><u>Frequent</u></b> <b>34-66%</b> <b>per day</b>	<b><u>Continuous</u></b> <b>67-100%</b> <b>per day</b>
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push - The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	