



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

### **School Nutrition Food Service Management Company (FSMC) Coordinator/Manager Job Description (Must be a District Employee)**

#### General Function and Scope

The District School Nutrition Food Service Management Company Coordinator/Manager will oversee all aspects of the district Child Nutrition Program (CNP) operation as awarded in the FSMC contract. The job functions include managing, supervising, planning, directing assessing, implementing, and evaluating the program to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

#### Areas of Responsibilities

##### **Customer Service**

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

##### **Sanitation, Food Safety, and Employee Safety**

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment by the Food Service Management Company.
- Maintain record of Health Certification at all feeding sites.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

##### **Financial Management and Recordkeeping**

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate fiscal management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation maintained in accordance with local, state, and federal laws (USDA FSMC Guidance for SFAs-May 2016 policies).

##### **Food Production**

- Develops procedures to ensure the food production system provides safe nutritious food of high quality as written in the contract.

##### **Procurement**

- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition

objectives.

- Ensure the FSMC maximize the use of USDA donated Foods in menu planning and production.
- Monitor the issuance of credits by FSMC for the use of all USDA Donated Foods.
- Monitor the receiving, storing, and inventorying of food and non-food supplies based on the sound principles of management.

#### **Program Accountability**

- Retain signature authority for local, state, and federal laws, regulations, and policies as indicated in contract.
- Implement Free and Reduced-Price Meal Process
- Submit monthly claim for reimbursement.
- Develops guidelines for providing services in response to disaster or emergency situations.
- Monitor the food service operation by conducting reviews once a semester using the Food Service Management Company Contract Review Form to ensure compliance with approved FSMC contract.
- Conduct on-site reviews of counting/claiming system by school for all required programs.
- Follow-up on any counts which show counting discrepancies.

#### **Nutrition and Menu Planning**

- Establish an advisory board that include parents, teachers and students to assist with menu planning,
- Monitor FSMC adherence to 21-day cycle menu of meal service. Approve all menu changes prior to publishing menus and service.
- Approve menu substitutions as needed.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

#### **General Management**

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short- and long-term goals through strategic planning for the districts school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

#### **Personnel Management**

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive

- discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

### **Nutrition Education**

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

### **Other**

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served.