

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

RESOURCE MANAGER

SALARY SCHEDULE: FS3+52%.

COST CENTER: FOOD AND NUTRITION SERVICES DEPARTMENT (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Existing employee of the Food and Nutrition Services Department.
- (3) Completion of the Sarasota District Schools Food and Nutrition Services Manager Intern Program.
- (4) Minimum of three (3) years experience in School Food Services or related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess excellent organizational skills with high level of accuracy and attention to detail. Knowledge of federal and state guidelines as they pertain to Free and Reduced Priced Meal eligibility requirements. Possess computer experience with the CAFS Program. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To process Free and Reduced Priced Meal Application for the Sarasota County School District Food and Nutrition Services food service program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Receive and process Free and Reduced Priced Meal Applications.
- * (2) Input data and maintain an accurate filing system.
- * (3) Answer questions from parents, Food and Nutrition Services managers, teachers, and school administrators.
- * (4) Supply information to other departments and programs, utilizing federal guidelines.
- * (5) Assume responsibility for the Free and Reduced Priced Meal Application verification process.
- * (6) Provide assistance and information for periodic and random audits.
- * (7) Assist school personnel in all aspects of Free and Reduced Priced Meal Application program, as needed.
- * (8) Assist managers in preparing accurate/complete records as needed.
- * (9) Provide input and feedback to supervisor as needed.
- * (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.

RESOURCE MANAGER (Continued)

- *(18) Keep supervisor informed of potential problems or unusual events.
- *(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:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 05

*Essential Performance Responsibilities