

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### SUPPORT PERSONNEL RECRUITER – SCHOOL FOOD SERVICES

#### QUALIFICATIONS:

- (1) Graduation from high school or possession of a GED.
- (2) A Bachelor's Degree in Human Resources or Personnel Management or a related field preferred, but not required.
- (3) Minimum two (2) years experience in degree field with exposure to an automated office or systems environment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, methods, procedures and techniques for analyzing and designing, developing and evaluating personnel recruitment and training. Knowledge of school food services operations. Thorough understanding of District and Food Service Policies and Procedures, Management Practices, Safety and Sanitation guidelines, and employee disciplinary procedures.

#### REPORTS TO:

Director II – School Food Services

#### JOB GOAL

To recruit, research, interview, screen and refer job candidates for job openings. To prepare substitutes for the workplace with instructions and hands-on use of the Train-Smart software package. To perform other requested school food service and District-related activities as appropriate.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Confer with School Food Services supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.
- \*(2) Develop recruitment programs and collateral, such as brochures about the organization and its opportunities, to attract applicants and to fill specific job openings.
- \*(3) Writes and places job advertising in various media.
- \*(4) Develop and coordinate internal job posting program and write job postings.
- \*(5) Coordinate and assist in the instruction of the New Employee Training Classes and Manager Intern Program classes as well as the use of the Train-Smart cafeteria software.
- \*(6) Serve as a mentor for substitutes, new employees and manager interns.
- \*(7) Under the guidance of the Supervisory Technician, maintain annual editing and revisions of Material Safety Data sheet notebooks for all site kitchens.
- \*(8) Perform other requested school food service and District-related activities as appropriate.

## **SUPPORT PERSONNEL RECRUITER – SCHOOL FOOD SERVICES (Continued)**

### **Inter / Intra-Agency Communication and Delivery**

- \*(9) Interact with outside agencies, e.g., Escarosa Wages, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \*(10) Coordinate participation in, set displays and work at job fairs, school open houses, etc., providing information on District facilities and job opportunities to attract potential job candidates.
- \*(11) Develop and maintain contacts with schools, local businesses, churches and other public and private organizations to find and attract applicants. Includes frequent public presentations at schools, organizations and job fairs regarding District work opportunities and work with external recruiters and employment agencies to identify and recruit candidates.
- \*(12) Communicate with Educational Support Human Resources Department, as necessary to resolve food service employee problems in effective manner.
- \*(13) Work closely with School Food Services support department improvement initiatives and processes. Assist Director in maintaining compliance with federal standards by assessing the application of standardized procedures by cafeteria managers.
- \*(14) Respond to inquiries or concerns in a timely manner.

### **Professional Growth and Improvement**

- \*(15) Keep well informed about current trends and best practices in areas of responsibility.
- \*(16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(17) Attend training and workshops offered for recruiting, OSHA requirements, and other job related training.

### **Systematic Functions**

- \*(18) Set the overall objectives and deadlines to be met.
- \*(19) Design and development of Material Safety Data Sheet notebooks for all kitchen work sites.
- \*(20) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \*(21) Demonstrate the ability to recognize problems and determine solutions.
- \*(22) Provide counsel and support for and work closely with cafeteria managers and employees regarding policies, procedures, employee disciplinary procedures, employee job performance, written work schedules, and general problem solving.
- \*(23) Serve as a liaison for mentor managers and assist them in evaluation and training of interns.
- \*(24) Assist Director in developing training materials for Manager Intern Program.
- \*(25) Use knowledge of cafeteria operations to benefit district and department.
- \*(26) Set high standards and expectations for self and others.

**SUPPORT PERSONNEL RECRUITER – SCHOOL FOOD SERVICES (Continued)**

**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 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.**

\*Essential Performance Responsibilities

**Professional Salary Schedule - Pay Grade 17**

**Date of Board Approval: July 22, 2003**

**Date of Revision: June 21, 2005**