

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **JOB DESCRIPTIONS AND QUALIFICATIONS FOR FOOD SERVICE PERSONNEL**

PURPOSE

The purpose of this procedure is to provide job descriptions and responsibilities for food service positions.

PROCEDURE

All food service personnel must be informed of the duties, responsibilities and qualifications, if applicable, of the position they hold or are assigned. The following job descriptions and qualifications reflect the policies established by the Department of Food and Nutrition. Individual school operations and Miami-Dade County Public School procedures may require additional duties, which would also be part of a particular job description and become the responsibility of the employee in that position.

The job description for each job title listed below may be accessed by clicking on the individual job title. Each job description specifies the basic objectives, job tasks/responsibilities, physical requirements and minimum qualification requirements.

[Food Service Quality Assurance Manager \(Job Code: 5744\)](#)

[Food Service Manager I \(Job Code: 5701\)](#)

[Food Service Manager II \(Job Code: 5702\)](#)

[Food Service Manager III \(Job Code: 5710\)](#)

[Satellite Assistant \(Job Code: 5728\)](#)

[Assistant Food Service Manager \(Job Code: 5715\)](#)

[Cook I \(Job Code: 5703\)](#) and [Cook II \(Job Code: 5708\)](#)

[Baker I \(Job Code: 5704\)](#) and [Baker II \(Job Code: 5709\)](#)

[Food Service Worker I \(Job Code: 5707\)](#)

[Food Service Worker II/Cashier \(Job Code: 5723\)](#)

[Material Acquisition and Transport Specialist \(Job Code: 6432\)](#)

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Food Service Managers:

Food Service Manager levels are based on a combination of education and meal participation factors, plus completion of the Food Service Manager Intern Training Program.

As per the AFSCME and M-DCPS collective bargaining agreement ratified by the School Board effective October 27, 2023, below is the meal participation criteria for each food service managerial classification:

AFSCME Contract APPENDIX III, Section O., Part 1.

Manager Classification	Meal Participation
Food Service Manager I (Job Code 5701)	300-600
Food Service Manager II (Job Code 5702)	601-1000
Food Service Manager III (Job Code 5710)	1001+

Manager levels will be based on the current year’s average meal participation determined as of the fall FTE count. A districtwide analysis of the average meal participation at each school will be reviewed for the time period prior to the fall FTE count. Resultant changes in the manager levels will be effective as of the first pay period following the fall FTE count.

To obtain the annual supplement for approved college credits, Food Service Managers must send an official, sealed transcript AND completed Food Service Manager College Credit Supplement Application form ([Attached](#)) to the Department of Food and Nutrition.

Food Service Managers who have obtained approved college credits and meet the Meal Participation as referenced below are eligible to receive the following supplements:

Education	Meal Participation	Annual Supplement
6 Hrs.	300-600	\$500
21 Hrs.	601-1000	\$1,000
33 Hrs.	1001+	\$1,500

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Eligibility will be reviewed annually and will be based on Fall FTE count for meal participation to determine what level each manager can qualify to receive the college credit supplement. If applicable, updated (sealed) official, transcript should be included. All official, sealed transcript and completed Food Service Manager College Credit Supplement Application form must be submitted no later than November 1st.

The college courses accepted as requirements are to be in the following areas:

- Food and Nutrition
- Food Service Management
- Elementary Food Preparation
- Elements of Supervision
- Advanced Food Preparation
- Environmental Sanitation and Safety
- Basic Nutrition
- Introductory Food Volume Management
- Quantity Food Preparation
- Supervisory Training Techniques
- Food and Beverage Management
- Business Mathematics
- Business Management
- Language Arts
- Health, Wellness and Science
- Nutrition Education
- Accounting and Statistics
- Computer Technology
- Dietetics

For a complete list of expanded acceptable courses, [see attached](#).

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

Revised: August 2004 (5th), July 2007, July 2010, March 2015, July 2015, October 2016, July 2017, July 2019, August 2021, July 2023, July 2024.

Reviewed: July 2024