# Houston Independent School District

## Job Description

### POSITION TITLE:
School Nutrition & Agriculture Sciences Area Manager

### CONTRACT LENGTH:
12M

### DATE:
09/09/19

### DATE OF LAST REVISION:
09/09/19

### JOB CODE:
FS0540

### PAY GRADE:
29

### FLSA EXEMPTION STATUS:
E

### JOB FAMILY:
Nutrition Services

## Job Summary
Develops, maintains, manages and oversees the district’s produce farms and campus garden ecosystems.

## Major Duties & Responsibilities

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Responsible for and provides oversight in planning, developing, implementing, supervising and integrating the district’s produce farms with the child nutrition program.</td>
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<tr>
<td>2. Responsible for establishing qualitative and quantitative measures and achievable goals for the district’s produce farming network.</td>
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<td>3. Maintains compliance with all pertinent federal, state and local regulations.</td>
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<td>4. Manages, evaluates and develops staff in professional development, performance goals and expectations.</td>
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<td>5. Contributes to financial performance by maximizing meal participation, monitoring food cost and labor cost, controlling inventory and minimizing food waste.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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</table>
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### EDUCATION
Bachelor's Degree
Must hold or be eligible to complete TASN and USDA certifications.

### WORK EXPERIENCE
3 to 5 years of experience in agriculture, environmental sciences or related fields
Supervisory experience required

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office, SAP
Office equipment (e.g., computer, copier); Power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer); Hand tools (e.g., hammer, shovel, screwdriver); Vehicles (e.g., automobile, truck, tractor, forklift)
Sustainable farming practices such as agro-ecological agriculture, organic farming or permaculture
Ability to get from one farm location to another

### LEADERSHIP RESPONSIBILITIES
Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

### IMPACT OF DECISIONS
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

### COMMUNICATION/INTERACTIONS
Collaborate and solve problems – works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

### CUSTOMER RELATIONSHIPS
Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD’s policies and guidelines.

### WORKING/ENVIRONMENTAL CONDITIONS
Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc. Heavy Carrying / Lifting: Physically transporting, raising items from a lower to a higher position, or moving objects horizontally weighing 45 pounds and over from one location to another.