

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Director of Food Services

DEPARTMENT: Food Services Department

POSITION SUMMARY: The Director of Food Services, under the direction of the Associate Superintendent for Business Services or his/her designee, will plan, coordinate, control and direct the food service operations for the District schools; direct the work and training of District food services personnel; develop, implement and enforce department policies; and direct the planning and administration of special food service programs.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs district-wide food service programs.
2. Coordinates the overall operations of all food service and related activities for all District schools.
3. Works directly with the Director of Facilities, the school appointed architect and the appointed food service consultant, if and when those appointments are made, to develop site kitchen/serving area plans for new and existing district buildings, and participates in the development of specifications of all related equipment.
4. Ensures that all food preparation and serving areas are neat, clean and sanitary; and meet all local, state and federal health sanitation requirements.
5. Ensures that all kitchens are maintained in a safe and sanitary condition in accordance with guidelines of the health inspector.
6. Develops and administers department budgets, including but not limited to, operating, maintenance and capital outlay funds.
7. Develops and maintains assignment of manpower, cost accounting controls and quality controls, according to budget allotments, needs, workloads and statistical forecasts.
8. Plans and approves nutritious, appetizing menus and maintains records that meet the Federal and State guidelines as they pertain to the National School Lunch and Breakfast Program.
9. Interviews employment applicants, creates work assignments and supervises all food service employees. Develops, organizes and supervises a program of in-service training for food service personnel.
10. Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment; recommends appropriate action in cases of sub-standard performance; and identifies and encourages individual classified employees with leadership potential.
11. Develops specifications and procures all food and non-food supplies in accordance with state and federal contract requirements.
12. Manages the fleet of food service vehicles and the transportation of materials between the food service warehouse and kitchens.
13. Manages the receipt and storage of all food and food related materials at the warehouse
14. Stays abreast of food service related trends including, but not limited to, technology, nutrition, management, education and legislation.
15. Coordinates the input of students, parents, district staff, site administrators, community resources and other organizations to develop policies, procedures, curriculum, menu promotions and nutrition activities which encourage the greatest possible participation in the district's meal programs.

16. Establishes business and community partnerships that enhance the goals of the program.
17. Provides leadership to develop an environment that builds on the strengths of staff and maximizes teamwork.
18. Handles all complaints regarding the Food Services Department with regard to fairness and due process, investigates the same when facts seem to warrant, and refers to the immediate supervisor when appropriate.
19. Seeks funds and grants to support the program.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other Food Service related duties as required.

EDUCATION AND EXPERIENCE:

Ability to provide and carry out oral and written directions; and to read, write and speak at a level sufficient to fulfill the duties to be performed. Any combination of education, training and experience equivalent to a Bachelor of Science degree, with major work in dietetics or institutional food service management, is required. Five years of experience in institutional food management involving the planning and preparation of food in large quantity, and involving the supervision of personnel is preferred. Registered Dietitian with American Dietetics Associations and/or certification as a Food Systems Specialist is desired.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of planning and preparing meals in large quantities for school children, including preschool age.
2. Knowledge of legal requirements of the school lunch program and aspects of the Education Code as applied to food services and sanitation and safety procedures related to school cafeterias, particularly food preparation, serving and storage.
3. Knowledge of necessary kitchen and dining facilities and equipment, methods of layout, reading of architectural drawings, and specifications required for food utensil and equipment purchasing.
4. Knowledge of intermediate computer skills and computer programs related to meal service accounting, meal planning/nutritional analysis and food ordering procedures, and statistical, analytical and evaluation measures.
5. Knowledge of business and management principals involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
6. Knowledge of arithmetic, algebra, statistics and their applications relating to estimating quantities of food and supplies needed annually, district-wide.
7. Knowledge of planning and designing kitchen layouts, both new and remodeling.
8. Knowledge of operating policies, rules and procedures of the school district.
9. Knowledge of principles and procedures for personnel recruitment, selection, training, and compensation and benefits.
10. Strong interpersonal skills.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand, and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with District and site staff, students, parents, and the public. In addition, the Director of Food Services may perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: LME Salary Schedule Range 38

DAYS OF SERVICE: 225

Board approved: H.S. Board: 8/23/84
Revised: TUSD: 11/23/04
Revised: TUSD: 12/13/16
Revised (salary only): TUSD: 06/13/17