

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: FOOD SERVICE PROGRAM MANAGER

BASIC FUNCTION:

Under the direction of the Director of Food Services, provides general supervision to and coordinates food services programs in an assigned District food services area; plan, organize and direct operations and activities of the central kitchen and assigned schools; monitor warehouse distribution activities including purchasing, receiving, storing and transportation of food, supplies and equipment; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Plan, organize and supervise in food service distribution activities; analyze operations and recommend improvements; confer with food service staff and administrators in assigned area; conduct and provide training for Food Service personnel as needed.
2. Determine appropriate quantities of food for preparation, coordinate, monitor and supervise in the preparation, cooking, baking and packaging of menu items to ensure adequate inventory at sites for appropriate number of meals daily.
3. Direct, manage, the ordering, receipt, inspection, storage, of inventory levels for food, supplies and assure proper handling and use of food service equipment and supplies.
4. Develop and review delivery, work and production schedules. Supervise production to assure quality; resolve quality control issues; ensure recipes and menus are followed in accordance with Federal, State and Food Services Department rules and regulations at assigned area.
5. Manage a satellite kitchen.
6. Participate in the formulation and development of policies, procedures and programs; assist in the analysis of recipes and menus for nutrition content; develop recipes and plan menus.
7. Conduct taste tests; coordinate catering events; confer with students and staff concerning menu and food products.
8. Plan, implement, inspect, and analyze effectiveness of food service programs in assigned schools. Assure adherence of food programs to federal, state, and county laws and regulations, and District requirements for safety, sanitation, administration, and nutritional standards of School Nutrition Programs.
9. Investigate and resolve all complaints and issues related to food service operations in assigned schools and within the department as assigned.
10. Directs the cleaning and maintenance, including preventative maintenance of Food Services equipment, food preparation areas and facilities.
11. Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

12. Prepare, maintain, and analyze a variety of reports, records and files related to assigned activities and personnel.
13. Communicate with administrators, school sites, personnel, outside agencies and vendors to resolve issues and conflicts, exchange information, and serve as a technical resource on matters of food services for students, parents, teachers, and others.
14. Obtain and provide information for the evaluation of specifications and contacts for food products, equipment, operating systems and kitchen layouts in assigned areas.
15. Compile payroll records for assigned staff, assure completion and submission of timesheets; monitor absences and vacation hour balances, ensure confidentiality of payroll information.
16. Attend meetings and training workshops as assigned.
17. Operate a variety of office equipment including a computer; operate a variety of standard kitchen and warehouse equipment as necessary; drive a vehicle to conduct work.
18. Perform other related duties as required or assigned.

**SUPERVISION:**

In charge of the department in the absence of the Director of Food Services. General supervision is exercised over the work of food service employees such as site supervisors, delivery driver, satellite leads, Food Service Assistant III, Food Services Assistant I.

**KNOWLEDGES AND ABILITIES:**

Knowledge of:

Principles and practices involved in organization and management of food processing/production facility  
 Methods and technology of quantity food production cooking and baking foods in large quantities

Food production costs and price, portion and quality assurance and control methods to be able to adjust and extend recipes for large quantities

Operation of commercial kitchen equipment and office equipment

Federal, State and District, laws, codes, rules and regulations related to school meals and child nutrition

Health, sanitation, and safety regulations pertaining to the handling and storage of foods and operation of a central production facility and equipment production facilities safety and sanitation

Record keeping and book keeping techniques

Oral and written communications skills

Supervision and training techniques

Interpersonal relations skills using tact, patience and courtesy

Proper methods of receiving and storing food, equipment and supplies according to health and safety standards

Math, cashiering, and basic accounting methods

Microsoft Office

Ability to:

Learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District

Commit to Los Alamitos Unified School District's mission, vision, and priority goals

Passion for working with children; ability to motivate and support staff in reaching high levels of academic success

Problem-solve and think critically  
Efficiently interpret, manage and utilize multiple sets of data in order to best support student progress  
Work independently within a framework of multiple and complex regulations  
Motivate, supervise and train others in the preparation of food in large quantities, following standardized recipes  
Prepare, cook and bake food in large quantities  
Operate commercial kitchen equipment and utensils safely  
Plan, organize and supervise the transport operation for assigned receiving sites  
Plan and organize work to meet schedules and time lines  
Maintain a variety of records and prepare reports  
Communicate effectively both orally and in writing  
Establish and maintain effective working relationships with others  
Work independently with little direction  
Train and provide work direction to personnel  
Make arithmetic calculations quickly and accurately  
Attend meetings and workshops as assigned  
Operate a computerized point of sale system  
Adhere to all health and safety regulations  
Coordinate menu planning approaches for school food services  
Evaluate situations, analyze and adopt an effective course of action  
Complete work with many interruptions  
Develop, test, adjust and extend recipes according to established procedures

**EDUCATION:**

A bachelor's degree in food services management, hotel and restaurant management, business management, nutrition, culinary or a related field is required.

**EXPERIENCE:**

Four years of progressively responsible experience in preparing food in a large-scale food service operation including one year of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid "ServSafe Food Protection Manager Certificate", issued by the National Restaurant Association or equivalent.

Valid California Class C Driver's License at time of appointment and throughout employment. Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

Personal transportation for job-related travel throughout the district.

**WORKING CONDITIONS:**

Central kitchen and school cafeteria environment; subject to standing for long periods of time; walk, kneel, squat, crawl, stoop, bend daily; lift, carry, push, pull up to 50 pounds; repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm and shoulder; exposure to temperature changes: heat over 90° from ovens and cold below 50° from freezers; work with sharp kitchen instruments such as knives; work with hands in water; speak clearly and hear normal voice conversation; direct contact with the public, students and staff; exposed to minor contagious illnesses.

**SALARY RANGE:** 70

**ADOPTED BY PERSONNEL COMMISSION:**

June 21, 2018

**ADOPTED BY BOARD OF EDUCATION:**

June 25, 2018