

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: DIRECTOR OF FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Official, plan, organize, control and direct the day-to-day food service operations at all school sites to assure compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record-keeping; visit all sites on a regular basis to observe, review and monitor operations and personnel; maintain financial stability of the Cafeteria Fund.

REPRESENTATIVE DUTIES:

1. Conducts on-site visitations on a regular basis to coordinate and review food service operations, analyzing effectiveness, assuring compliance with laws and regulations; observing safety and sanitation procedures; providing assistance to Production Supervisor, Food Service Supervisors and Food Service Assistant – Satellite Cafeteria to resolve problems.
2. Plans, organizes, directs and evaluates the development and implementation of age appropriate menus in compliance with state and federal nutritional guidelines pertaining to the National School Lunch Program and other special food services while maintaining cost controls.
3. Conducts training for all Food Service personnel to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with state and federal standards and district direction.
4. Develops, monitors and maintains Cafeteria Fund budget, analyzes and reviews budgetary and financial data, analyzes trends in school meal sales and costs, recommends food and meal pricing in a financial manner consistent with economic principles and district policies.
5. Sets standards, administers the district's child nutrition and food services program in accordance with good nutrition and health standards, as well as state and federal laws and regulations and board policies.
6. Consults with site administration to resolve problems and increase student use of cafeterias; resolve problems involving food standards, labor costs and proper use of equipment.
7. Coordinates and monitors the child nutrition and food services program with state and federal agencies, and provides the necessary reports and records. Directs the

meal application process to provide meal benefits to students in accordance with the state guidelines. Develops and submits proposals and applications to secure state and federal nutrition grants.

8. Provides information on and interprets the school district's nutrition and food service program to management, staff and the community. Provides technical expertise, information and assistance to administration regarding assigned functions; assist in formulation and development of policies, procedures and programs related to Food Services.
9. Coordinates and develops specifications for purchase and maintenance of equipment, supplies and food products. Schedules repairs of equipment through district or outside vendors. Communicates with vendors and evaluates prices, prepares requisitions to order food, supplies and equipment, and arranges for storage and delivery of food and equipment to school sites. Confers with vendors, researches products and plans for changes in product lines and procedures.
10. Reviews and tests food products, establishes product utilization procedures and ensures quality and cost effectiveness of the food products served.
11. Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements. Establishes staffing patterns, and delegates responsibility for carrying out the designated functions of the food services program.
12. Performs other related duties as required or assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Meal production and planning for quantity food preparation

Meal planning as it pertains to the National School Lunch Program

Use and care of institutional kitchen equipment

Nutritional and operational requirements of the National School Lunch Program and related federal and state regulations, including the evaluation of applications for free and reduced priced meals for low income families

The principles and methods of large scale food service management and advanced food preparation technology

Sanitation and employee safety regulations related to food services operations

Food service equipment utilization, maintenance and repair

Modern office practices and procedures

Laws and regulations relative to school food services and school lunch programs

Purchasing small and large quantities of food products

Principles of budget preparation and financial record-keeping procedures

Supervision, motivation and training techniques
Procedures used in ordering, receiving, storing and inventorying food and supplies
Correct English usage, grammar, spelling, punctuation and vocabulary

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

Be flexible and revise priorities in accordance with requirements of the Superintendent/designee

Keep current on modern practices in food services responsibility areas

Work independently within a framework of multiple and complex regulations

Analyze and interpret Nutrition Analysis and make recommendations for compliance

Motivate, supervise and train others in the preparation of food in large quantities, following standardized recipes

Supervise and evaluate assigned staff fairly and accurately

Work confidentially with discretion

Strong computer and technology skills

Coordinate and implement budget objectives

Assemble and analyze data through the use of computers and advanced data collection procedures, and make appropriate recommendations

Plan and administer a large scale food preparation and distribution program

Keep current on legislative actions and other legally-mandated administrative regulations, and to communicate changes relative to food service programs to other members of the staff, and to the community

Communicate effectively, both orally and in writing

Establish and maintain cooperative working relationships with school personnel, parents and students

EDUCATION:

Graduation from a recognized college with a Bachelor's degree; with a specialization in dietetics, institutional management, nutrition, or a related field.

EXPERIENCE:

At least three years of increasingly responsible experience in a large food service program, or in a large institutional feeding program, including at least two years of supervisory responsibility for a large kitchen and a diversified feeding program.

LICENSES AND CERTIFICATES:

Valid California driver's license

Must possess a valid Manager ServSafe Certificate required by the local Health Department.

WORKING CONDITIONS:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Lifts, carries, pushes, pulls up to 50 pounds; occasionally stands for extended periods of time; walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts and catalogs. Frequently drives a vehicle, operates a personal computer and uses the telephone. Works inside and outside; is exposed to high and low temperature and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water, and wears oven mitts and latex gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor.

SALARY RANGE: V

Adopted by Personnel Commission: August 17, 2016

Approved by Board of Education: September 13, 2016