

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **FOOD SERVICE DIRECTOR**
Department: Food Service
Reports To: Assistant Superintendent of Business and Support Services

SUMMARY:

Directs the district's food service program in conformance with local, state and federal regulations and requirements including public health and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Oversees and coordinates the daily operation of the District's food service program.
- * Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- * Periodically receives and stores deliveries of food and supply items.
- * Responsible for food and supplies security including revenue.
- * Plans work schedules, arranges for substitute when required.
- * Audits, approves and maintains employee time records.
- * Monitors and maintains perpetual and month end inventory records.
- * Ensures accurate production records conform to federal guidelines.
- * Provides on-the-job training to staff in areas of food production, sanitation etc.
- * Supervises, hires and evaluates employees.
- * Develops specifications for, solicits competitive prices and requisitions for all food, equipment and supplies for the department.
- * Plans menus that conform to Federal regulations and provides nutritional and appetizing foods.
- * Evaluates meal costs and recommends changes as appropriate.
- * Ensures proper and timely training to new food service staff.
- * May work with student, parent and other groups regarding the provision of food service for special events and concessions. Consults with district administrators and other concerned groups regarding the food service program.
- * Develops and recommends changes in food service program policies and procedures to district administrators, including application processing and meal ticket handling procedures under free and reduced price meal program.

SUPERVISORY RESPONSIBILITIES:

Supervises one Coordinator and a minimum of 30 food service workers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) required. Bachelor's degree or Associate's degree with academic major or concentration in food or nutrition or related area and at least 2 years of related school nutrition program experience are required. Five years of supervisory experience in a large-scale food service operation, preferably at least two years of experience in school food service. Food safety certification as required by California Law and the Health and Safety Code.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

LICENSES:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to occasionally lift and/or move up to 50 pounds such as milk crates, frozen food, canned food etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.