

Position: Director - Food Services**Classification:** Classified Management**FLSA:** Exempt**Reports To:** Assistant Superintendent**Range:** Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in nutrition, dietetics, business administration or related field and five years increasingly responsible experience in the administration of a school food service operation.

LICENSES AND OTHER REQUIREMENTS

Valid California Class C driver's license.

SUMMARY

Under the direction of the Assistant Superintendent, Business, plan, organize, control and direct District-wide food service operations; assure food service programs comply with applicable federal regulations and nutrition standards; train and supervise the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct District-wide food service operations; develop and implement goals, objectives, policies and procedures related to District food service programs; assure food service programs and menus comply with applicable State and federal regulations and nutrition standards.
2. Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and conduct in-services and food service training programs.
3. Provide technical expertise, information and assistance to the Assistant Superintendent regarding food service operations; assist in the formulation and development of programs to assure an economical, safe and efficient work environment.
4. Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies; prepare product recommendations; write specifications or bids for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.
5. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to food service activities and personnel; submit report to appropriate agencies to assure State and federal expense reimbursements; calculate special services billings.
6. Communicate with other administrators, personnel, vendors, students, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

Job Description approved by Board of Trustees: 01/26/99

Salary approved by Board of Trustees: 02/09/99

7. Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
8. Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.
9. Maintain accurate inventory of keys, equipment and transport vehicles as assigned.
10. Attend and conduct a variety of meetings as assigned; represent the Department at various District sites and at meetings as assigned.
11. Represent the Department in State audits; provide auditors with appropriate Department information.

SPECIFIC QUALIFICATIONS

Assist with special catering and other special projects as assigned.
Perform related duties as assigned.

Knowledge Of:

- Planning, organization and operation of a large food service program.
- Food service and commodity purchasing and procurement principles, practices and procedures.
- Type and sources of supplies, materials and equipment utilized in a school district food service operation.
- Nutritional requirements of school-aged children.
- Budget preparation and control.
- Oral and written communication skills.
- Health and safety regulations.
- Inventory methods and practices.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability To:

- Plan, organize, control and direct District-wide food service operations.
- Assure food service programs comply with applicable federal regulations and nutrition standards.
- Supervise the performance of assigned personnel.
- Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

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- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES

Office environment.

Driving a vehicle to conduct work.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

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