

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Assistant Director Food Services

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Graduation from high school. Two years of college course work in business, food service or related field. (Two years satisfactory work experience may be substituted for the college education requirement). Two years of current experience working with food service personnel and finances in a public institution or large commercial establishment.

License Requirement:

Possess a Valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability carrier.

SUMMARY

Under the supervision of the Food Service Director, plans, organizes and directs the activities of the school cafeterias; trains personnel; does other work as required; and is responsible for providing assistant in fiscal management.

SPECIFIC RESPONSIBILITIES

1. Assists in coordinating special projects to benefit nutrition programs.
2. Assists with problem solving and in providing information for food service and office personnel. Oversees compilation of data from daily participation reports from all sites throughout the District.
3. Monthly and quarterly reimbursement claims.
4. Monitors state and federal reimbursement funds including eligibility of the state and federal meal applications as well as submission of monthly and quarterly audits. Audits and verifies free and reduced-price meal application records.
5. Assists in the compilation and submission of appropriate documents with the State Child Nutrition Department and the Federal U.S. Department of Agriculture.
6. Assists with submitting time and payroll records for department.
7. Assists in selecting and interviewing new personnel.
8. Assists in training and evaluating the performance of assigned office personnel as well as personnel at school sites that take and approve applications according to Federal regulations.
9. Supervises and trains employees in computer software and procedures as needed.
10. Assists in coordinating in-service training of employees.
11. Maintains pertinent employee personnel records.
12. Maintains and updates inventory of equipment, keys and food items.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).

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13. Provides the Food Service Director with Financial Reports.
14. Oversees Accounts Payable procedures.
15. Coordinates daily deposit of monies from school sites to District Office and to bank.
16. Assists in planning, scheduling and coordinating special events, which utilize cafeteria facilities; computes cost of labor, supplies and food; assigns personnel.
17. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Personnel practices under California Education Code as well as District Policies and Procedures.
- California School Employee's Association (CSEA) Contract provisions.
- Food Service positions and responsibilities.
- Computer software for budgeting, billing, inventory, etc.

Ability to:

- Plan, organize, coordinate and direct the work of others.
- Work cooperatively with those contacted in the course of work, including principals, teachers, administrators, students and vendors.
- Work with Food Service Director on the operation of the Food Service program.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).

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