DIRECTOR OF FOOD SERVICES

Job Summary

Under the direction of the Chief Business Officer, the Director of Food Services plans, organizes and directs the activities of the school cafeterias, snack bars, and any other food service for the schools; employs, trains and supervises school food service personnel; sees that all money from food services is collected, properly reported and deposited in the bank; monitors cafeteria budget; prepares and submits reports to various agencies; maintain inventory control performs other duties as assigned

Qualifications

Required:

- High School diploma and education or experience in food service field
- Five (5) years of increasingly responsible experience in an institutional or other large food service
- One (1) year in supervisory capacity; experience in accounting and inventory
- Certified Professional Food Manager Certificate
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Knowledge and Ability

1. Procedures and equipment used in preparation, cooking and serving of food in large quantities, food values, proper food combinations, economical substitutions that may be made
2. Ability to prepare menus for a balanced diet for children of varying ages and meet state required guidelines
3. Ability to prepare nutritious and attractive food
4. Ability to supervise all phases of cafeteria operation, including selection of personnel and their training
5. Ability to determine the most advantageous prices of foods for use in school breakfast and lunches
6. Ability to work cooperatively with those contacted in the course of the work, including school principals, teachers, administrators, students, parents and vendors
7. Ability to analyze and make recommendations fiscally and nutritionally
8. Knowledge of pertinent products and supplies
9. Ability to develop and control budget, skills in working with figures; attention to detail
10. Knowledge of Board policies and laws regarding food service operations
11. Ability to plan, organize and prioritize work in order to meet schedules and deadlines
12. Ability to maintain accurate records and produce accurate reports
13. Ability to compose correspondence, memos, agendas, newsletters, calendars and other documents from brief verbal instructions or notes
14. Ability to quickly learn the operations, specific laws, rules, regulations, procedures and policies of assigned position and apply them with good judgment in a variety of situations
15. Ability to plan, organize and prioritize work in order to meet schedules and deadlines
16. Ability to instruct nutrition to staff and students
17. Knowledge of various computer software programs
18. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are but not limited to, the following:

1. Plans and supervises activities of the school cafeterias, including the breakfast and lunch programs
2. Employs, supervises, and evaluates, lunch servers, head cooks, cooks and other assigned cafeteria workers
3. Orders food and supplies, examines food for quality, prepares menus, checks dietary balance, nutritional adequacy and preparation of food in large quantities
4. Distributes food secured from subsidy program
5. Oversees daily food factor records for each cafeteria

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6. Assigns staff to schools in accordance with work load and schedules substitutes
7. Assists with special functions and banquets for schools or by community groups
8. Upon request, purchases food and supplies for student functions
9. Invoice departments and collect for items used from inventories
10. Oversee cash registers, computers and reports
11. Helps serve food in the absence of persons who normally would serve

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to supervise cafeteria program, interpret and implement rules relating to this program, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids printed matter
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate various kitchen appliances and office equipment
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings
7. Physical agility to lift, bend, stoop, to reach overhead, walk, stand, sit
8. Facility to drive a car

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job