JOB DESCRIPTION
Tahoe Truckee Unified School District

DIRECTOR OF FOOD SERVICE

Purpose Statement:

The job of Director of Food Service is done for the purpose/s of planning implementing, directing and maintaining the district's nutritional services; ensuring that departmental work goals are met; complying with state and federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources.

This job reports to Director of Business Services

Not Evaluated Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops and implements standards for efficient, sanitary and nutritious food service for the purpose of ensuring quality and quantity of food service and preparation.
- Develops long and short range plans/programs for the purpose of ensuring that district resources are effectively utilized.
- Directs the District wide food service program for the purpose of conforming with federal and state regulations and District policies and procedures.
- Inspects cafeterias for the purpose of ensuring healthful and sanitary conditions.
- Manages a wide variety of programs for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Trains cafeteria managers and other food service employees for the purpose of ensuring an exceptional food service program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: School food service program and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Approval Date

Salary Grade

Management