LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Director of Food Service
Job Description

Job Summary:

Under the direction of the Assistant Superintendent of Fiscal Support Services/Designee (FSS), this position is responsible for leadership, administration, and management of all food service matters relating to the District. This would include but not be limited to setting standards for efficient sanitation and safety in food preparation and service, quantity and quality of foods prepared and served, and directing the distribution of food from preparation kitchen to serving areas. This position would also maintain food service financial and operational records including cash, labor costs, food costs, supply and equipment costs; participate in community activities relating to the food services program; recommend food prices to be charged, prepare specifications for the purchase of food supplies and equipment, make recommendations regarding the awarding of bids and prepare reports for government agencies.

Minimum Required Qualifications:

1. Education: Bachelor's Degree from an accredited college or university with a major in Food Services Management, Dietetics, or closely related field is required; Status as a Registered Dietician with the American Dietetic Association and/or certification as a Director of Child Nutrition Services from the School Food Service Association is required; M.A. Degree preferred.
2. Experience: At the minimum, three (3) to five (5) years of administrative or food service supervisory level experience in a multi-unit setting related to food service; legal mandates, Board of Education policies, administrative regulations, and guidelines appropriate to the administrative of a comprehensive food service program; effective communication and public/human relations strategies, methods, and techniques; Human relationships, conflict resolution.
3. Knowledge of: Federal and State regulations governing child nutrition programs, such as free and reduced price meals for need students, USDA donated food usage and competitive food sales; principles of good nutrition and their application to school food service and the nutritional well being of students; food sanitation principles and control of microbiological and physical contamination of food; management principles of accounting, budgeting, computer hardware/software, purchasing, warehousing, transportation, and personnel management.
4. Licenses: Valid CA Driver's License and evidence of insurability at the District Standard Rate; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

Duties & Responsibilities:

- Serves as an advisor to the Assistant Superintendent of FSS and District personnel pertaining to the various aspects of budgeting, auditing, and fiscal planning in the Food Service (FS) Department (E);
- Directs and manages the overall activities and operations of the District FS programs (E);
- Coordinates the selection, assignment, evaluation, and training of personnel (E);
- Prepares product specification of perishable food products, supplies and equipment for purchasing; evaluates pricing of perishable quotations, and awards to vendors (E);
- Develops and implements policies, programs and procedures for FS for the District and internal operations (E);
- Prepares and directs the preparation of budgets, reports, surveys, and statistical analyses (E);
- Provides continuous fiscal control of the FS department by money collection, accountability systems, and banking, as well as analyzes revenues in relation to amounts anticipated and monitors expenditures in comparison with appropriations; periodically revises budgets based on more accurate income and expenditure projections, including preparing detailed monthly reports of actual expenditures, and encumbrances and unencumbered balances (E);
- Trains, evaluates and counsels employees; makes recommendations for personnel actions (E);
- Consults with district management personnel, school site personnel, and customers regarding services provided (E);
- Manages the operation of the department's computerized systems including free and reduced eligibility application process, point of sale systems, kitchen sites and the central food office, inventory, bids, and purchasing systems, accounting and general ledger programs, E-mail and labor module program, and nutritional analysis of menu offerings (E);
- Coordinates FS program/concerns with parents, staff, vendors, distributors, and community representative to assure positive customer relations, including staff training and development of department employees (E);
- Coordinates Nutritional Education programs with site administrators, dieticians, and students (E);
- Assists with the identification, definition, and description of policy issues, service programs, and community concerns related to the functions and activities of the FS Department (E);

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- Prepares periodic budget reports and reviews expenditures to assure correct coding and other fiscal procedures (E);
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's Food Service goals and objectives (E);
- Analyzes/monitors/approves income, encumbrances, budget transfer requests, and expenditures to ensure that expenditures are equal to budget allocations (E);
- Assists the Assistant Superintendent of FSS in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines that may affect FS (E);
- Works collaboratively with the Superintendent, Board of Trustees, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy (E);
- Prepares all federal, state, and locally required financial reports for FS (E);
- Attends and participates in Governing Board, budget advisory, and other meetings as required (E);
- Maintains cash controls for FS (E);
- Maintains the confidentiality of information used in daily duties or other personnel issues and fiscal processes (E);
- Maintains high standards of sanitation and safety (E);
- Establishes and maintains effective and cooperative working relationships with those contacted in performance of duties;
- Has a high visibility through the school district, as well as, strong, collaborative interpersonal skills;
- Establishes a communication network with all County-wide FS personnel;
- Participates in/or coordinates professional growth activities;
- Utilizes technology to maximize job performance;
- Prioritizes and manages multiple tasks;
- Performs other related duties as assigned

Working Conditions:

1. Environment:
    a. Office environment at the District Office
    b. Demanding timelines/Subject to frequent interruptions and daily contact with staff
2. Physical Abilities:
    a. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds (up to 50 pounds occasionally)
    b. Sitting and/or standing for long periods and occasional bending at the waist and stooping
    c. Dexterity of hands and fingers to operate standard office equipment
    d. Hearing and speaking to exchange information in person, on the telephone, and through email
    e. Occasionally reaching overhead, above shoulders, and horizontally
    f. Visual ability to read, prepare/process documents and small figures
    g. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

Length of Position:

Renewable annually based on funding, performance, and evaluation

Salary/Work Year:

Commensurate to Lake Elsinore Unified School District Management Salary Schedule/245 days (Classified) : FLSA: exempt

Supervision:

Assistant Superintendent of Fiscal Support Services/Designee

Reviewed: 4/16/09

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