



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR, FOOD SERVICES

DEFINITION:

Under administrative direction of the Deputy Superintendent, Administrative Services, assists in the planning, organizing, directing and controlling of the District's food services program, including purchasing, cost control, accounting and personnel selection, evaluation and training functions; develops nutritional menus in accordance with National School Meal Program requirements; coordinates Food Service operations with school and other District administrators.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Food Services Department staff and the District's overall food service operations. Ensures requirements of the National School Lunch and Breakfast Programs are maintained and the meals served comply with nutritional standards. This position requires professional food service research and analysis, coordination/proper utilization of Food Services employees and thorough knowledge of the National School Lunch Program and related laws. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Plan, organize, control, and direct the District's food services program to provide school breakfasts, lunches and other nutrition services for the District, central kitchen, and special functions in compliance with all relevant Federal and State laws and regulations; *E*

Establish procedures and standards for the operation of an efficient, high quality nutrition service program according to local and State health codes; *E*

Confer with administration, school staff, parents, students and others in planning school food menus, plan menus, ensure food and supplies are adequate to meet requirements, and arrange catering for District sponsored special functions/events; *E*

Travel to various sites to conduct site observations, monitoring operations and services provided, evaluating the organization and sanitation of the facility to ensure compliance with State, Federal and local regulations and to determine equipment and supply needs; *E*

Select, assign, schedule, supervise and evaluate the performance of Food Service personnel; *E*

Prepare and conduct Food Service staff training programs, emphasizing safety, sanitation, storage, and proper handling of food products; *E*

Plan, develop, prepare, monitor and maintain the Food Service Department budget, analyze and review budgetary and financial data, analyze trends in school meal sales and costs, recommend food and meal pricing; *E*

Develop specifications for purchase of equipment, supplies and food products, communicate with vendors and evaluate prices, prepare requisitions to order food, supplies and equipment, and arrange for storage and delivery of food to school sites; *E*

Maintain inventories of food service equipment at each school, recommend purchase of new and replacement equipment, and repair of existing equipment; *E*

Maintain and supervise the preparation and maintenance of various records and reports, including cafeteria fund income and expenditures, receipt, deposit and accounting of monies, free and reduced price meals and oversee/troubleshoot the point of sale computer system; *E*

Operate a computer in the preparation of correspondence, records and reports; *E*

Review and test food products, establish product utilization procedures and ensure quality of the food products served; *E*

Keep current on modern practices in food services responsibility areas;

Establish and maintain effective working relationships with others;

Enforce various District policies, procedures and work rules;

Develop and/or direct the preparation and approval of various reports, maintain records, and present information related to areas of responsibility;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent, Administrative Services.

Supervises and evaluates all employees assigned to the Food Services Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures and legal requirements related to food service management in a California school district;
- Methods of storing, vending and serving food;
- Food values and nutrition, including proper nutritional combinations;
- National School Breakfast and Lunch Programs and required components;
- Financial record keeping and cost accounting as applied in a food service environment;
- Operation of a personal computer and a wide variety of job related software;
- English usage, spelling, grammar and composition, business math;
- Principles and practices of business management, effective personnel management, supervision and training;
- Appropriate safety precautions, rules, regulations and procedures.

Ability to:

- Plan, schedule, organize, direct, control supervise a school food services program;
- Select, assign, supervise, train and evaluate assigned staff;
- Develop specifications for purchase of institutional quantities of food, supplies and equipment;
- Accurately estimate and cost materials and supplies;
- Maintain accurate and complete cost control and other financial records;
- Prepare, present reports and other communications orally and in writing;
- Operate a personal computer and related office equipment;
- Apply training, knowledge and experience to maximize efficiency and effectiveness of Department functions;
- React appropriately and take charge in emergency situations;
- Employ progressive discipline methods;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Communicate effectively with students, staff, parents, and the public using patience and courtesy in a manner that reflects positively on the District..

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- A four year college degree in Food Services Management, Dietetic, Business Management or related field.

Experience:

- Two (2) years of progressively responsible experience in institutional or large commercial food services management, preferably in a California School District, one (1) year of which must have been in a lead or supervisory capacity or completion of a supervisory training program.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

Possession of a valid Serve Safe Certificate.

All the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Lifts, carries, pushes, pulls up to 50 pounds; occasionally stands for extended periods of time, walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts, and catalogs. Frequently drives a vehicle, operates a personal computer and uses the telephone. Works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water, and wears oven mitts and latex gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment is contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1976, Revised 11/15/84, 5/17/90, 2/16/93, 5/23/96, 8/14/03, 6/14/07, 2/13/14
Job Description Review and Revisions Effective: 11/12/15