SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Services Business Coordinator
REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 056 OTBS

REVISED: January 22, 2019

BASIC FUNCTION:
Assist in the administration of the Food Services Department business functions by performing highly responsible and complex financial/business and administrative analyses of an operational and technical nature; conduct research, prepare complex statistical reports, and complete special assignments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist Food Services Department management by performing highly responsible and complex financial/business and administrative analyses of an operational and technical nature to support business operations. E

Conduct research, prepare complex statistical and narrative reports using a variety of specialized and related applications systems. E

Develop, evaluate, implement, revise, interpret, and explain district and departmental policies, programs, and procedures to comply with all state and federal guidelines of the National School Lunch Program, Child and Adult Care Food Program (CACFP), and the California School Accounting Manual. E

Participate in the preparation, administration, and control of special projects and activities. E

Coordinate financial and data integrity activities between field managers and the Food Services Department office; conduct field studies and surveys; visit school cafeterias to review recordkeeping and evaluate compliance with financial data; review requisitions for accuracy of food items and budget codes. E

Review and evaluate expenditures and track financial transactions through various information systems. E

Develop, maintain, and control standards for department databases; ensure accuracy of data maintained; develop and implement procedures of evaluation of data; schedule timely updates; establish procedures to facilitate ease of user access and reporting; collaborate with information technology support staff to problem solve, investigate issues and train staff. E
Organize, compile, review and analyze cafeteria operations and management records including point of sale system, subsidy claim, cash control, ordering and meal production records, and other financial accounting data. E

Maintain records for audit reviews conducted by state and federal offices; maintain accuracy of Food Services perpetual inventory and food production systems in coordination with financial accounting and cafeteria staff. E

Plan and conduct training programs and site workshops for food services employees. E

Train, lead and direct the work of assigned staff. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in finance, accounting, business administration or other closely related field and three years of recent, increasingly responsible finance/business and administrative analysis experience. Experience in a school finance/business operations setting and/or experience working in school food service accounting is desirable.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Application of advanced financial and statistical analysis using advanced levels of Excel and a variety of systems applications.
Federal, State, District and local laws, regulations, policies and procedures pertinent to assigned area.
Technical aspects of field of specialty.
Automated data processing requirements.
Institutional management and financial accounting principles.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Oral and written communication skills.

ABILITY TO:
Perform complex financial and administrative analyses related to business and operational functions.
Reconcile diverse financial data; collect, organize and analyze complex data; prepare oral and written reports, correspondence, statistical analyses, and financial statements.
Operate standard office equipment including computers and related software applications.
Communicate effectively orally, in writing, and in group settings
Conduct research, training sessions, and workshops.
Establish and maintain cooperative and effective working relationships with others.
Operate with a high degree of independence with limited direction.
Interpret and apply laws, rules, regulations, policies, and procedures pertinent to assigned area.
Analyze situations accurately and adopt an effective course of action.
Prepare clear concise written communication.
Plan and organize work to meet schedules and time lines.
Train, lead and direct the work of others.
Learn specialized software applications.

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor office settings; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**

A Food Services Business Coordinator performs complex financial/business and administrative analyses specific to the department. The incumbent is expected to operate very independently with heavy emphasis on the operational and technical aspects specific to food services accounting and reporting, data integrity, and compliance processes and procedures.

An Administrative Assistant II is not department or program specifically assigned but is intended to be staffed to assist a manager of a large organizational unit and incumbents are expected to perform highly complex independent work of an operational or technical nature. The work is typically broad in scope with coordination amongst multiple departments and aligns with an executive level office manager.

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