SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Services Program Specialist
REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 048 OTBS

REVISED: January 22, 2019

BASIC FUNCTION:

Plan, organize, and assist in the direction of food services projects; implement, coordinate, and monitor special programs; perform studies and prepare reports; assist in the development, evaluation, and implementation of department policies, programs, and procedures.

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

Plan, organize, and assist in the direction of food services projects. E

Implement, coordinate, and monitor food services department programs; visit and evaluate programs at various food services locations. E

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files. E

Compose reports, procedures, and correspondence; design presentations and other documents. E

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

Assist in the development, evaluation, and implementation of department policies, programs, and procedures. E

Communicate with all levels of food services and district staff and outside organizations to coordinate activities, resolve issues, and exchange information. E

Assist in planning and conducting inservice training programs. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a college or university with a major in business, institution management, school food service management, dietetics, or a related field and one year of institutional food management experience.

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:
Technical aspects of field of specialty.
District business procedures, policies and processes related to assigned area.
Institutional food management.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Oral and written communication skills.
Reading and writing English communication skills.

ABILITY TO:
Conduct studies and prepare complex reports and analyses, and correspondence.
Operate standard office equipment including computers and related software applications.
Communicate effectively orally, in writing, and in group settings
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Prepare concise written communication.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Learn specialized software applications.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting and kitchen environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; 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.

NOTE: Employees in this job class must qualify for a Food Handler Training Certificate/card or a Food Service Manager Training Certificate, as appropriate for the job class, by successfully completing the specified food service sanitation training course.

DISTINGUISHING CHARACTERISTICS:
A Food Services Program Specialist is exclusively staffed in the Food Services Department.
The primary focus is program/project management activities unique to Food Services including the coordination, implementation and monitoring of special food service programs.