SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Services Quality Control Specialist
REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 048 OTBS

REVISED: January 22, 2019

BASIC FUNCTION:

Conduct evaluative recipe development and product testing for school nutrition programs; prepare food specifications; write menus for district use and maintain ongoing recipe standardization program; determine procurement requirements and coordinate food procurement activities with purchasing department and with state agency for surplus property; plan, coordinate and implement U.S.D.A. commodity program related activities.

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

Conduct recipe development and product testing, applying evaluation constraints of cost, equipment, governmental regulations, labor, and potential customer acceptance. E

Coordinate school cafeteria activities which provide program support for recipe development and product testing. E

Write menus utilizing commodity foods within constraints of acceptance, cost, and preparation capabilities; conduct student acceptance tests on new products and recipes. E

Prepare food specifications; prepare annual estimates or economic order quantities as applicable and coordinate food procurement arrangements with purchasing department. E

Participate in the preparation, administration, and control of special projects and activities including the U.S.D.A. commodity program. E

Prepare U.S.D.A. commodity food orders; allocate food to preparation kitchens and monitor usage; create requests for food requisitions for cold storage and warehouse facilities; monitor balances and usage of commodity and non-commodity food items; E

Plan, conduct, and maintain an ongoing recipe standardization program to increase food quality and provide cost control; assist with Trac Now system implementation and data preparation. E
Assist in developing methods for food inventory control; collect data and assist in writing reports and standard procedures.

Assist in planning and conducting inservice training programs; provide assistance to cafeteria supervisors regarding food purchasing, food production, recipe use, and product use.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in business, institution management, school food service management, dietetics, or a related field and one year of recent, full-time equivalent, related experience or five years of progressively responsible experience in food service management.

**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.
Federal, State, and local regulations pertaining to school meals and nutrition programs.
District business procedures, policies and processes related to assigned area.
Institutional food management.
Quality and quantity food selection and preparation, including menu and recipe development, product testing and analysis.
Inventory control practices and processes.
Oral and written communication skills.
Reading and writing English communication skills.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor, office environment.
PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; 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 Quality Control Specialist conducts and maintains a recipe standardization program to improve food quality and cost control and coordinates procurement activities for school nutrition and feeding programs.

A Menu Systems Development Dietician develops, implements and maintains a manual and computerized menu planning system and conducts nutritional analysis for school nutrition and feeding programs that requires licensure as a Registered Dietician (RD).

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PH