### SAN DIEGO UNIFIED SCHOOL DISTRICT

#### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Food Services Business Operations Supervisor</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Food Services</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>SALARY GRADE:</td>
<td>046 AASD</td>
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<td>REVISED:</td>
<td>May 28, 2019</td>
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#### BASIC FUNCTION:

Supervise the section responsible for business operations for school cafeterias and related food service programs. Oversee the daily revenue and expenditure transactions of the food service program at school cafeteria and related food service programs; evaluate and supervise assigned staff.

#### 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

- Oversee the business operations of the assigned section. Liaise between the Finance Department and the Food Services Division program to assist in the preparation of financial statements; assist in the preparation of the income and expense projections; assist in the preparation and administration of the department budget. **E**

- Independently perform highly responsible administrative and financial studies; prepare complex operational and analytical reports. **E**

- Develop cash control procedures for district food service programs; assist in preparing income and expense projections. **E**

- Conduct research and investigations to maintain integrity of supplies, equipment, and cash in district cafeterias. **E**

- Develop and present inservice workshops for staff, as needed. **E**

- Make recommendations on revision of financial policies, as appropriate; revise food services accounting procedures and manuals and interprets policies. **E**

- Assist purchasing department staff in food services contract planning and participates in vendor contract negotiations. **E**

- Review and respond to proposed legislation pertaining to school food service finance. **E**

- Supervise the maintenance of food services records and provide information to auditors. **E**
Implement computer program changes; attend meetings; select, train, and evaluate the work of assigned staff.  

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college with a major in accounting, finance, business administration, or other directly related field and four years of recent, increasingly responsible accounting, budget, or finance experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, methods, and systems of budgetary and financial management.
Advanced principles, practices, and theories of accounting.
Applicable federal, state and local laws, codes, rules, regulations and policies and procedures.
Research methods and techniques.
Current developments and trends in financial management.
Operation of a computer and related software applications.
Methods of statistical analysis and presentation.
Principles of supervision and training.
Operation of a computer and related software applications.
Oral and written English communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Apply advanced accounting principles.
Prepare operational reports and financial statements.
Analyze statistical data, make cash flow projections, and recommend price adjustments.
Train, supervise, and evaluate the work of others.
Conduct research and make sound decisions and recommendations.
Communicate effectively both orally and in writing.
Effectively utilize software applications in the performance of duties.
Establish and maintain effective and cooperative working relationships.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
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.
Prepare clear concise written communications.

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; 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.