SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Services Labor Specialist

REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 052

OTBS

REVISED: January 22, 2019

BASIC FUNCTION:
Provide technical guidance to cafeteria supervisors in employee work methods, work task scheduling, on the job training, student help, and sanitation and health and safety standards in accordance to the regulations and guidelines of the school nutrition programs (SNP).

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 field studies and analyses and provide instruction in the areas of employee work methods (production, holding, service), worker task scheduling, on the job training, student help, and sanitation, health and safety in accordance with the regulations and guidelines of the school nutrition programs. E

Visit and evaluate cafeterias and preparation kitchens on a regular basis and provide advice to area cafeteria supervisors and cafeteria supervisors in designated labor/personnel, technical, and management areas; assist supervisors to ensure department’s compliance with the rules and regulations of school nutrition programs, district policy, department procedures, and collective bargaining agreements. E

Maintain close working coordination with field staff of food management section. E

Develop-and prepare labor formulas and perform work simplification studies. E

Provide labor field support in determining staffing needs based on contractual obligations and program needs; analyze, maintain and monitor allocations of budgeted positions of individual programs. E

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

Troubles shoot labor problems reported by site staff and assist cafeteria supervisors and area supervisors to finding solutions. E

Provide administrative support to field supervisors in executing and monitoring personnel action requests (PARS) for employee temporary out of class (TOC) assignments, transfers, promotions, leaves of absence and other actions. E
Food Services Labor Specialist - continued

Assist field managers by working with the district’s risk management department in evaluating and coordinating employee return to work assignments.

Plan and conduct in-service training programs; track and monitor continuing education workshop and training participation by Food Service Department employees in accordance with the school nutrition programs.

Perform research and analysis; compile statistical data and write narrative reports; assist management in developing standard department procedures and training materials and presentations.

Provide emergency back-up for field managers.

Assist in departmental catering activities.

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, institutional food management, school food service management, dietetics, food and nutrition or a related field and two years of recent, full-time equivalent, related experience. Experience in school nutrition programs is desirable.

LICENSES AND OTHER REQUIREMENTS:
Must successfully pass an approved food service safety certification examination within 60 days after appointment.
Must complete annual continuing education training and/or coursework as mandated per federal regulations in accordance to the Healthy Hunger Free Kids Act of 2010.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
School nutrition programs and applicable Federal, State and local legislation, rules and regulations and District policies and procedures.
Applicable collective bargaining agreements.
Technical aspects of field of specialty.
Institutional food management.
Food handling, safety and sanitation standards and techniques in accordance with HAACP principles.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Reading and writing English communication skills.
Operation of a computer and assigned software and related systems applications.
Oral and written communication skills.

ABILITY TO:
Conduct studies and prepare complex reports and analyses, correspondence and training materials.
Organize and develop food service management procedures and manual systems.
Communicate effectively orally, in writing, and in group settings.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Develop and present training programs.
Food Services Labor Specialist - continued
Operate standard office equipment including computers and related software and systems applications.
Operate with a high degree of independence with limited direction.
Analyze situations accurately and adopt an effective course of action.
Prepare clear concise written communication.
Train and lead the work of others.
Evaluate work methods and procedures.
Plan and organize work to meet schedules and time lines.
Maintain records.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate 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 Labor Specialist provides technical guidance to field supervisors in labor related areas such as employee work methods, task scheduling, on the job training and sanitation and health and safety standards.

A Food Services Program Specialist assists in coordinating, implementing and monitoring special food services programs and projects. The primary focus is specific to program/project management activities unique to Food Services.

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

Revised 1.22.2019 JB
Revised 7.01.12 - per BOE approval on 10.28.14
Revised 4.2.04—PeopleSoftIssued 3/89
Job Code 6878
PF