

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

---

<b>TITLE:</b>	Assistant Director, Food and Distribution Services	<b>REPORTS TO:</b>	Executive Director, Auxiliary Services
<b>DEPARTMENT:</b>	Food Services and Distribution Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	032 AASD
<b>REVISED:</b>	March 30, 2010		

---

### **BASIC FUNCTION:**

Plan, organize, and assist in the direction of the district's food service program; implement, coordinate and monitor new operations and program changes; oversee and evaluate preparation kitchen management; administer a food service staff development in-service program for assigned staff; plan, organize and supervise daily operations of district warehouses; maintain shipment, distribution, and circulation schedules; train, direct, supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize, evaluate, and supervise preparation kitchen management; interview, select, and conduct regular meetings and training programs for newly assigned field supervisory personnel to facilitate field operations. *E*

Provide for continuing departmental staff training in related functions, internal auditing programs, and analyses; plan, implement, and maintain staff development programs for field and central food service office staff. *E*

Observe field operations; make regular visits, assess staff support needs and provide for implementation of required services; monitor daily operations of the food management, labor management, facilities and equipment management and financial management sections. *E*

Identify, develop, and implement new technology and systems for both departments; provide on-going evaluation of departmental safety and sanitation programs. *E*

Assist in the administration of the district's food service and special feeding programs; coordinate and implement new feeding operations, program changes and related service; plan and implement summer feeding program operations. *E*

Coordinate and implement regulatory changes and departmental participation in governmental projects. *E*

Develop and maintain departmental budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; act as liaison with district sites, departments, outside agencies, and businesses coordinating receipt and distribution of materials. *E*

Develop and direct the preparation and maintenance of a variety of narrative and statistical reports, detailed records of departments' functions and activities, and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the district auditing activities of the departments. *E*

Communicate with other administrators, personnel and outside agencies and organizations to develop contracts, coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Plan, organize, and supervise multiple daily operations of district warehouses and cold storage facilities, district mail sorting, classroom relocations, special storage and delivery needs of other district departments, and offsite records pickup and deliveries. *E*

Supervise building usage and enforce safety rules and regulations for warehouse operations and delivery services; organize removal, resale, and recycling of obsolete books for all district sites in accordance with policies and procedures. *E*

Train, supervise, and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a bachelor's degree in institutional management, foods and nutrition, business administration or a related field, and four years experience of progressively responsible food service program management, including a minimum of two years of supervisory warehousing experience in receiving, processing, and distribution.

**LICENCES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Incumbents in this classification must successfully complete the specified Food Services Sanitation course.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Dietary guidelines and nutritional standards.
- Methods and procedures related to the operations of a food service operation.
- Principles and methods of quantity food service preparation, serving and storage.
- Modern warehousing, storage, distribution and delivery methods, procedures and regulations.
- Standard kitchen equipment, utensils and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to serving and storing food.
- Principles of nutrition.
- Safety rules and regulations for warehouse operations and delivery services.
- Record-keeping techniques.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal and assigned software.

**ABILITY TO:**

- Provide leadership and direction in assigned functions.
- Plan, organize and supervise food services and distribution operations for the district.
- Develop and implement efficient operating systems for departments.
- Train and evaluate the performance of assigned personnel.
- Operate a computer and standard office equipment.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Analyze situations correctly and adopt an effective course of action.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Issued 07/25/00

Job Code 1647

FK