

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Director-Food Services Department	<b>REPORTS TO:</b>	Chief Logistics Officer
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034
<b>EFFECTIVE DATE:</b>	July 25,2000		

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### **BASIC FUNCTION:**

Plan, organize, control and direct the operation and administration of the District's food service program; establish departmental policy and administer District food service programs in accordance with District policies, applicable laws and regulations; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize, control and direct the operation and administration of the District's food service program; identify present and future requirements for District food services; develop and implement long and short-term programs and activities designed to develop food service programs and activities. *E*

Direct, develop, and prepare the annual preliminary budget for the food service department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Direct the audit activities for federal and State meal accountability reimbursement; provide accurate records of food purchases for reimbursement from the State. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Establish departmental policy and administer District food service programs in accordance with District policies, applicable laws and regulations. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Direct the development and preparation of food and equipment specifications, procurement requirements and the testing of new food services, products, suppliers and equipment; coordinate procurement, warehousing, and related inventories with other District departments. *E*

Communicate with Facilities department in the development of kitchen and cafeteria plans for new or remodeled facilities; develop contracts with food service consultant and architect. *E*

Direct the identification of maintenance requirements for food service facilities and equipment and coordinate the completion of services with the Maintenance Department. *E*

Establish food service programs cost accounting controls in cooperation with the District Accounting Department to permit appropriate financial reporting. *E*

Direct the training, supervision and management for Food Services meal preparation and services; establish and maintain sanitation, quality and nutritional standards. *E*

Represent the Food Services department with school and civic groups, regulatory and other public agencies. *E*

Provide technical expertise, information and assistance to the Deputy Administrative Officer-Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Deputy Administrative Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

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

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in hotel and restaurant management, dietetics, business administration or a related field and six years progressively responsible experience in volume food service management.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbent must be able to qualify for a Food Handler Training Certificate or a Food Service Manager training certification by successfully completing the specified food service sanitation training course. Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Principles and methods of modern public and business administration in management.  
Objectives and operating techniques of a school district.  
Office management principals and practices.  
Basic financial procedures.  
Personnel administration and management.  
Federal and State laws regulating food service operations, purchasing and kitchen design.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Plan, organize, and direct Food Service operations.  
Prepare clear and comprehensive reports.  
Communicate effectively both orally and in writing.  
Supervise and train assigned personnel.  
Establish and maintain effective relationships with other departments, parents, community, school administrators and other contract personnel.

**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.

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