

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Business Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	April 23, 2001		

BASIC FUNCTION:

Plan, develop, and assist in the administration of the Food Services Department budget; conduct research, prepare complex budget and statistical reports and complete special assignments.

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

Provide a variety of budgetary-accounting services for the preparation, development, balancing, and control of the Food Services budget; conduct research, prepare complex budget and statistical reports and complete special assignments. **E**

Analyze and assist in planning and developing program budgets; review and evaluate expenditures and track financial transactions through various information systems; make recommendations for budget modifications. **E**

Coordinate budget related activities between field managers and the Food Services Department office; conduct field studies and surveys; visit school cafeterias to review recordkeeping and evaluate compliance with financial data. **E**

Develop, maintain, and control standards for department databases; ensure accuracy of data maintained; develop and implement procedures of evaluation of data; schedule timely updates; establish procedures to facilitate ease of user access and reporting. **E**

Organize, compile, review and analyze cafeteria operations and management records including point of sale system, subsidy claim, cash control, ordering and meal production records, and other financial accounting data. **E**

Maintain records for audit reviews conducted by state and federal offices; maintain accuracy of Food Services perpetual inventory and food production systems. **E**

Plan and conduct training programs and site workshops for food services employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in finance, accounting, business administration or other closely related field and three years of recent, increasingly responsible budgetary and administrative analysis experience of acceptable level and quality.

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:

Application of advanced budgetary principles, systems, procedures and budgetary control techniques.
Automated data processing requirements.
Institutional management and financial accounting principles.
Technical aspects of field of specialty.

ABILITY TO:

Reconcile diverse financial data, preparing complex written and oral reports, including budget projections and recommendations.
Organize and analyze statistical data.
Communicate effectively orally and in writing.
Conduct research, training sessions, and workshops.
Establish and maintain effective working relationships with others.
Operate standard office equipment including microcomputers and related software applications.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office settings; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; 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.

Revised 4.2.04—PeopleSoft

Job Code 6885

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