

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Food Services Field Support Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	048 OTBS
<b>ISSUED:</b>	January 23, 2003		

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**BASIC FUNCTION:**

Prepare specifications for equipment, supplies, and paper goods and defines procurement requirements; coordinate repair and maintenance of cafeteria equipment and facilities; monitor equipment safety and sanitation; develop and coordinate program publicity materials and reports; conduct assigned special projects.

**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**

Develop and prepare equipment specifications. **E**

Coordinate repair and maintenance of cafeteria equipment and facilities and prepare statistical cost reports to help identify replacement priorities and modification requirements. **E**

Maintain on-going assessment of equipment and facilities, safety, and sanitation. **E**

Review accident reports and County Health Department reports involving use of equipment and facilities; evaluate operation hazards, take corrective action, and inform department staff of appropriate training needs. **E**

Develop, prepare, and maintain supply specifications on a cost/quality basis and determine contract and direct procurement requirements. **E**

Coordinate paper goods requirements with the promotional and merchandising activities of the department. **E**

Recommend, develop, and coordinate program publicity materials and report to promote food sales. **E**

Assist in writing reports and standard procedures. **E**

Assist in planning and conducting inservice training programs. **E**

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, institution management, school food service management, dietetics, or a related field and one year of recent experience in quantity food production and service management.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Institutional food management.  
Reading and writing English communication skills.

**ABILITY TO:**

Conduct studies and prepare reports, analyses, and correspondence.  
Organize and develop food service management procedures and manual systems.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office, and kitchen 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.

**NOTE:** Individuals employed in this job class must be able to qualify for a Food Handler Training Certificate/card or a Food Service Manager Training Certificate, as appropriate for the job class, by successfully completing the specified food service sanitation training course.