

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Food Services Food Management 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:**

Provide technical guidance to cafeteria managers in participation improvement, sales promotion, merchandising, a la carte management, production planning and forecasting, and customer relations.

**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, analyses, and instruction in the areas of innovative sales promotion, techniques of increasing Type A participation, production planning and forecasting, and customer relations. **E**

Define, prepare, and communicate guidelines for effective a la carte food service management. **E**

Demonstrate and provide instruction in positive methods of food presentation and merchandising. **E**

Visit and evaluate cafeterias and preparation kitchens on a regular basis and provides advice to area cafeteria managers and cafeteria managers in designated technical and cafeteria management areas. **E**

Promote, advise, and provide guidance and supportive service to school principals, faculty, and school staff. **E**

Promote student cafeteria involvement, guide cafeteria managers in active customer relations, and assist in development of youth advisory committees in secondary schools. **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, full-time equivalent, related experience.

**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.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Plan and organize work to 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, or 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:** Employees in this job class must 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.