

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
ISSUED:	August 5, 2003		

BASIC FUNCTION:

Plan, organize, and assist in the direction of special projects; implement, coordinate, and monitor special programs; perform studies and prepare reports; assist in the development, evaluation, and implementation of department policies, programs, and procedures.

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

Plan, organize, and assist in the direction of special projects. **E**

Implement, coordinate, and monitor special programs; visit and evaluate programs at various food services locations. **E**

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files. **E**

Compose reports, procedures, and correspondence; design presentations and other documents. **E**

Assist in the development, evaluation, and implementation of department policies, programs, and procedures. **E**

Communicate with all levels of food services staff to coordinate activities, resolve issues, and exchange information. **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 college or university with a major in business, institution management, school food service management, dietetics, or a related field and one year of institutional food management experience.

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:

Technical aspects of field of specialty.
Institutional food management.
Reading and writing English communication skills.

ABILITY TO:

Conduct studies and prepare reports, analyses, and correspondence.
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 setting 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: 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.