

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Regional Field Manager	REPORTS TO:	Director, Food Services Department
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
ISSUED:	June 28, 2011		

BASIC FUNCTION:

Plan, organize and manage the operation of assigned food production facilities; develop and implement programs to ensure cost controls, food safety, employee training, product development and implementation; supervise and evaluate the performance of assigned staff.

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

Manage and oversee food service preparation and staff in assigned regional area. **E**

Plan, organize, evaluate and supervise preparation kitchen management; provide guidance to kitchen staff. **E**

Implement, coordinate and monitor existing operations to meet all operational standards as specified by the Food Services Department. **E**

Plan, implement and maintain food service staff development programs for Area Managers and Managers. **E**

Plan and organize labor resources; supervise activities of field management, including employee selection, assignment, leaves and transfers, record keeping, substitute coverage, work methods, and safety and sanitation control measures. **E**

Observe field operations; make regular visits, assess staff support needs and provide for implementation of required services; monitor daily operations of the food and labor management needs and standards. **E**

Analyze and determine cafeteria labor requirements and standardize assignment patterns and labor formulas, and prepare and analyze productivity reports. **E**

Evaluate work methods and provide on-going evaluation of assigned kitchen safety programs and sanitation standards. **E**

Ensure compliance with district policy, department procedures, and collective negotiations contracts; coordinate the development of departmental procedures in accordance with district, state, and federal rules and regulations. **E**

Evaluate kitchen and service area equipment status; make recommendations for existing and future equipment needs. **E**

Supervise and evaluate the performance of assigned staff; resolve problems arising from employee complaints. **E**

Implement and administer formal and on-the-job employee training programs addressing work methods, techniques of food preparation and service, and safety and sanitation. **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**

Devise methods of preparation and presentation that boost student sales. **E**

Coordinate on-site product evaluation systems to assist in new product development and implementation. **E**

Organize operation teams to develop best practices in order to increase student participation, assure food safety, reduce food and operational costs, and develop employee morale. **E**

Establish and monitor all programs to maintain compliance with local health department standards and inspections. **E**

Represent the department on advisory committees and meetings with school staff and civic groups. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a bachelor's degree in institutional food service management, foods and nutrition, business administration or a related field and five years of food management experience in a large public agency environment or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and approved food service safety certification examination within 60 days after appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Safety and sanitation guidelines and practices.
- Food, and nutrition and food-related computer applications.
- Principles and techniques of forecasting and budget control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Demonstrate culinary techniques, such as cutting, cooking principles, and safety and sanitation practices.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, codes, rules, and regulations.
- Operate standard office equipment, including a computer; related and assigned software applications.
- Plan and organize directed food-service programs.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports and statistical analyses.
- Analyze problems, make decisions, and be responsible for those decisions.
- Communicate effectively, both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Train, supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen production facilities/office; driving a vehicle to conduct required work assignments.

PHYSICAL REQUIREMENTS:

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; lifting light objects.

Job Code 8526

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