

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Food Services Facilities Supervisor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	045 AASD Supervisors'
<b>ISSUED:</b>	November 21, 2002		

---

**BASIC FUNCTION:**

Supervise the facilities and equipment management section of the Food Services Department; select, train, and evaluate 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**

Organize and supervise activities of the facilities and equipment management section including the warehousing, storage and transfer of foods for district and non-district facilities. **E**

Assess needs and develop the annual budget for capital outlay, supplies, maintenance and repairs. **E**

Prepare initial design of new kitchen facilities and layout of remodeling projects and authorize proposed changes to the plans. **E**

Maintain a computerized tracking system for kitchen equipment. **E**

Develop requirements and specifications, select and schedule replacement of kitchen equipment, supplies, and food services delivery trucks as needed. **E**

Schedule, coordinate, and monitor kitchen maintenance and repairs. **E**

Reconfigure preparation kitchen assigned serving locations, delivery routes and schedules as necessary. **E**

Ensure compliance with safety and sanitation codes, standardization of cooking equipment and utensils. **E**

Organize and supervise the food services energy conservation program. **E**

Supervise and monitor the kitchen pest management program. **E**

Provide statistical and technical support and coordination for interdivisional and department staff; conduct special studies and surveys; organize and implement special projects and equipment evaluation. **E**

Assist in coordinating departmental procedures with district, state, and federal rules and regulations. **E**

Attend meetings, conferences and state or national kitchen equipment trade shows. **E**

May represent the department with school staff and civic groups.

Supervise and evaluate performance of assigned staff. **E**

Provide instruction to staff in the operation of new kitchen equipment. **E**

Oversee training of Cafeteria Van Drivers. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: a bachelor's degree in institution management, food and nutrition, or related field and four years of experience of acceptable level and quality in a food service management or supervisory position which included the functions of warehousing, equipment and facilities management.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Food service sanitation, health and safety regulations.  
Modern administrative and office management procedures and methods.  
Oral and written communication skills.  
Vehicle specifications and license requirements related to assigned function.  
Integrated pest management.  
Characteristics and costs related to school cafeterias.  
Safe and sanitary food storage and transport.

**ABILITY TO:**

Perform statistical analyses, prepare reports, correspondence and financial statements.  
Select, train and supervise performance of assigned staff.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with all levels of district staff, other agencies, community planning groups and the public.  
Read architectural plans and blueprints.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
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.  
Operate standard office equipment including microcomputers and related software applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, kitchen and warehouse settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; 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.

Revise 4.2.04—PeopleSoft

Job Code 6872

JM