

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Labor Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OTBS
REVISED:	July 1, 2012		

BASIC FUNCTION:

Provide technical guidance to cafeteria supervisors in employee work methods, work task scheduling, on the job training, student help, and sanitation, health and safety in accordance to the regulations and guidelines of the school nutrition programs (SNP).

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 and analyses and provide instruction in the areas of employee work methods (production, holding, service), worker task scheduling, on the job training, student help, and sanitation, health and safety in accordance with the regulations and guidelines of the school nutrition programs. **E**

Visit and evaluate cafeterias and preparation kitchens on a regular basis and provide advice to area cafeteria supervisors and cafeteria supervisors in designated labor/personnel, technical, and management areas; assist supervisors to ensure department's compliance with the rules and regulations of school nutrition programs, district policy, department procedures, and collective bargaining agreements. **E**

Maintain close working coordination with field staff of food management section. **E**

Develop-and prepare labor formulas. **E**

Trouble shoot labor problems reported by site staff and assist cafeteria supervisors and area supervisors to finding solutions. **E**

Perform work simplification studies. **E**

Assist field managers by working with the district's risk management department in evaluating and coordinating employee return to work assignments. **E**

Plan and conduct in-service training programs; track and monitor continuing education workshop and training participation by Food Service Department employees in accordance with the school nutrition programs. **E**

Food Services Labor Specialist- continued

Perform research and analysis; compile statistical data and write narrative reports; assist management in developing standard department procedures and training materials and presentations. **E**

Provide emergency back-up for field managers. **E**

Assist in departmental catering activities. **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, institutional food management, school food service management, dietetics, food and nutrition or a related field and two years of recent, full-time equivalent, related experience. Experience in school nutrition programs is desirable.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass an approved food service safety certification examination within 60 days after appointment.

Must complete annual continuing education training and/or coursework as mandated per federal regulations in accordance to the Healthy Hunger Free Kids Act of 2010.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School nutrition programs and applicable Federal, State and local legislation, rules and regulations and District policies and procedures.

Applicable collective bargaining agreements.

Technical aspects of field of specialty.

Institutional food management.

Food handling, safety and sanitation standards and techniques in accordance with HAACP principles.

Reading and writing English communication skills.

Operation of a computer and assigned software and related systems applications.

Oral and written communication skills.

ABILITY TO:

Conduct studies and prepare reports, analyses, correspondence and training materials.

Organize and develop food service management procedures and manual systems.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Develop and present training programs.

Operate standard office equipment including ~~micro~~computers and related software and systems applications.

Train and lead the work of others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Work independently with little direction.

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WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 7.01.12 - per BOE approval on 10.28.14

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