

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Planning Supervisor	REPORTS TO:	Manager, Food Services Acquisition and Production
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	047 AASD Classified
REVISED:	June 28, 2011		

BASIC FUNCTION:

Supervise the food management services of the Food Services Department; maintain nutritional compliance with program requirements and policy; administer computerized preparation kitchen food management system, CANS computerized menu management system, data and manual systems development, special menu needs, and special projects; supervise assigned professional staff and clerical assistants.

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 varied activities of the Food Management Services Section, including computerized and manual menu planning, recipe development, product testing, food specifications and requirements determination for food contracts and purchases, surplus commodity ordering, allocation and utilization, a la carte offerings, food cost accounting, pricing and safety and sanitation control measures. **E**

Maintain nutritional integrity of program offerings. **E**

Supervise food ordering from supply center and cold storage facilities and maintain related records. **E**

Promote participation and a la carte sales and maintains food cost control. **E**

Identify and/or develop packaging products to meet program needs. **E**

Solve problems related to product definition and introduction of products to be sold. **E**

Communicate purchase requirements and service needs to the Procurement and Distribution Department. **E**

Confer with food processors to formulate new products that appeal to customers, meet child nutrition program requirements, and conform to restrictions of cost, facilities, and transportation. **E**

Provide direction, advice, and materials to school cafeteria managers regarding computerized food management system, food production methods, inventories, and related activities. **E**

Evaluate food products for quality and yield and student acceptability. **E**

Maintain product records, including product ingredients and nutritional information. **E**

Organize and supervise food service for special programs such as Special Education, Child Development Centers, and Preschool. **E**

Provide technical support to the Food Services management staff in data systems analysis, manual system development, and in nutrition and foods. **E**

Research, identify, and submit all food industry related grants. **E**

Coordinate the development of departmental procedures in accordance with district, state, and federal rules and regulations. **E**

Represent the department with school and civic groups. **E**

Conduct special studies and surveys. **E**

Prepare statistical, food cost, and operational reports. **E**

Analyze food costs, usage, and waste. **E**

Organize and implement special projects. **E**

Assist in planning and conducting inservice training programs. **E**

Supervise and evaluate assigned personnel. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from college with a bachelor's degree in foods and nutrition or dietetics (registered dietitian desirable) and four years of progressively responsible experience in food service management, preferably school food services.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Foods and nutrition and foods related computer applications.
Food cost accounting, menu management, and food purchasing.
Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports and statistical analyses.
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.
Supervise and evaluate assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

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.

NOTE: Individuals employed in this job class must be able to qualify for a Food Service Manager Training Certificate, a food handler related sanitation certificate required by San Diego ordinance and attainable through previous college course work or a specified food service sanitation training course.

Job Code 6875

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