

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Food Services Quality Control Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048 OTBS
<b>ISSUED:</b>	February 19, 2003		

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#### **BASIC FUNCTION:**

Conduct evaluative recipe development and product testing; prepare food specifications; write menus for district use and maintain ongoing recipe standardization program; determine procurement requirements and coordinate food procurement activities with purchasing department and with state agency for surplus property.

**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 recipe development and product testing, applying evaluation constraints of cost, equipment, governmental regulations, labor, and potential customer acceptance. **E**

Coordinate school cafeteria activities which provide program support for recipe development and product testing. **E**

Write menus utilizing commodity foods within constraints of acceptance, cost, and preparation capabilities; conduct student acceptance tests on new products and recipes. **E**

Prepare food specifications; prepare annual estimates or economic order quantities as applicable and coordinate food procurement arrangements with purchasing department. **E**

Prepare U.S.D.A. commodity food orders, allocate food to preparation kitchens and monitor usage. **E**

Plan, conduct, and maintain an ongoing recipe standardization program to increase food quality and provide cost control; assist in Computer Assisted Nutrient Standard (CANS) data preparation. **E**

Assist in developing methods for food inventory control; collect data and assist in writing reports and standard procedures. **E**

Assist in planning and conducting inservice training programs; provide assistance to cafeteria managers regarding food purchasing, food production, recipe use, and product use. **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, institution management, school food service management, dietetics, or a related field and one year of recent, full-time equivalent, related experience of acceptable level and quality, or five years of progressively responsible experience in food service management.

**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:**

Institutional food management.  
Reading and writing English communication skills.

**ABILITY TO:**

Conduct studies and prepare reports, analyses, and correspondence.  
Establish and maintain effective working relationships.  
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 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:** 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.