

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Food Services Acquisition and Production	REPORTS TO:	Director, Food Services Department
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
ISSUED:	June 28, 2011		

BASIC FUNCTION:

Manage and oversee the Food Nutrition and Food Service Facilities and Equipment Sections; maintain nutritional compliance with program requirements and policy; provide leadership in promoting and procuring healthier food products while maintaining the financial objectives of the Food Services Department; supervise 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 principle job elements.)

E = Essential Functions

Manage the Food Nutrition Section, including menu planning, recipe development, product testing, food specifications and requirements for food contracts and purchases, surplus commodity ordering, allocation and utilization, a la carte offerings, food cost accounting, pricing, safety and sanitation control measures and administration of systems used for menu planning, nutritional analysis, food production and inventory control. ***E***

Maintain nutritional integrity of program offerings; promote student involvement in nutrition and menu planning. ***E***

Develop and manage the implementation of new and innovative products and methods; develop training programs for the implementation of new products and initiatives; assist in the development and growth of community partner and vendor relationships. ***E***

Manage and oversee all food purchases, including commodity products, food products for the cold storage facility, cafeteria ordering from cold storage, and the maintenance of daily operational records including records related to food service and production. ***E***

Initiate changes to food products; develop new products based on market research and industry standards; work with students, vendors, staff and community partners to assist in culinary changes to promote student nutrition. ***E***

Work with operations field staff to maintain quality of food products and ensure consistency in food delivery standards and presentation. ***E***

Monitor production and service functions to ensure that quality, quantity and sanitation standards are maintained. ***E***

Manage the Food Services Facilities and Equipment Section, including assisting in initial design and layout of new and remodeled kitchen facilities projects; developing requirements and specifications,

and selection and replacement schedules for kitchen equipment, supplies, and food services delivery trucks; scheduling, coordinating and monitoring kitchen maintenance and repairs; ensure compliance with safety and sanitation codes and standardization of cooking equipment and utensils; and monitoring the kitchen pest management program and the food services energy conservation program.

E

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. **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**

Participate in long range planning for student engagement in healthy nutrition and promote innovative programs in school food service while maintaining cost controls. **E**

Train, supervise and evaluate the performance of assigned staff. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and education equivalent to graduation from college or a technical school with a degree in foods and nutrition, culinary arts, dietetics, or business administration and five years of progressively responsible experience in food management. Sous Chef and Executive Chef experience is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Culinary techniques, cooking principles, and safety and sanitation guidelines and practices.

Food, nutrition and food-related computer applications.

Principles and techniques of budget preparation and 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.

Demonstrate capabilities of scratch food preparation.

Maintain current knowledge of applicable provisions of federal, state, and district laws, codes, rules, and regulations.

Operate standard office equipment including a computer and related and assigned software applications.

Plan and organize 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:

Indoor, office environment; outlying facilities/kitchens in field; driving a vehicle to conduct required work assignments.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to read, prepare, and proofread documents; sitting or standing 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.

Job Code 8527
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