

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Business Manager, Food Services Department	<b>REPORTS TO:</b>	Director, Food Services Department
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026 AASD Classified Supervisors II
<b>EFFECTIVE:</b>	July 1, 2012		

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**BASIC FUNCTION:**

Plan, organize, control, and manage assigned financial and business operations of the Food Services Department; implement, coordinate and monitor new operations and program changes; develop and maintain the departmental budgets; communicate policies, procedures and regulations; supervise and evaluate the 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***

Plan, organize, control, and manage assigned financial and business operations of the Food Services Department. *E*

Develop and maintain departmental budgets; analyze, review and prepare budgetary and financial data and reports; control and authorize expenditures in accordance with established limitations; act as liaison with district sites, departments, outside agencies, and businesses coordinating receipt and distribution of materials. *E*

Collaborate with and assist management in coordinating and implementing regulatory changes and department participation in government projects. *E*

Assist with fiscal compliance in the administration of the district's food service and special feeding programs; oversee and manage activities related to the national free and reduced lunch program including application, certification, compliance and recordkeeping; provide data to Finance for claims reimbursement. *E*

Work jointly with Controller to manage Food Service financials and staff functions regarding cash control, grant reporting, preparation of annual reimbursement claims, financial audits, and the collection of data and other statistical information; compile and prepare reports for submission to District management and State, Federal and other agencies. *E*

Provide technical expertise, information and assistance to the Director, Food Services Department regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*

Provide information and confer with management on staffing formulas and allocation of positions based on staffing requirements of the program; monitor positions to ensure reconciliation to funding and other budgetary information. *E*

May act on behalf of the Director, Food Services Department in his/her absence regarding financial operations and assigned business areas. *E*

Recommend and manage activities to streamline and automate the department's functions and processes; identify, recommend, and assist with implementing new system applications as required to improve efficiency and productivity. *E*

Serve as liaison with other departments and government agencies regarding Food Services business issues and processes. *E*

May develop training program manuals relative to food service financial operations and cash control and participate in conducting training on Food Services program regulations, procedures, protocols and systems applications related to financial operations and cash control.

Communicate with district management staff and others concerning assigned functions; attend meetings on behalf of management staff. *E*

Select, train, supervise, and evaluate the work of assigned staff. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a bachelor's degree in accounting, finance, business administration or related field and four years of experience in financial administration in a large public or private organization. A master's degree is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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:**

Organizational development principles and practices.

Principles and guidelines of school nutrition programs and nutritional standards.

Applicable laws, codes, regulations, policies and procedures.

Complex financial analysis.

Advanced accounting principles, systems, and procedures.

Budget preparation and control.

Operation of a computer and assigned software.

Microsoft Excel (macros, pivot tables, indexes, Solver) at expert level proficiency.

Oral and written communication skills.

Principles and practices of effective supervision and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Exercise sound judgment in preparing analyses.  
Perceive organizational implications of recommendations and conclusions.  
Develop complex spreadsheets and schedules at an expert level in Microsoft Excel.  
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Train, supervise and evaluate the performance of assigned personnel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; 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.

Issued 10.28.14

Job Code 8528

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