

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF FOOD SERVICES

JOB DESCRIPTION

Under administrative direction, to plan, organize and direct the District school cafeteria program; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This single-position management class serves as a second-hand supervisor, controlling student food service programs and serving as advisor to the Superintendent on assigned matters. The incumbent is responsible to administer feeding programs, with minimal or no cost to the District, meeting established nutritional requirements, utilizing governmental commodities and pricing meals to assigned costs. Positions in this class exercise supervision over supervisory employees, making assignments, setting priorities, training and reviewing the work of subordinates. Incumbents are responsible to review performance evaluations prepared by subordinate supervisors to process grievances of bargaining unit employees of the department, to recommend employment and to effectively recommend disciplinary action. Positions in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines. Incumbents are expected to develop methods and procedures and to solve problems encountered.

MAJOR RESPONSIBILITIES

- Plans, organizes, and directs the activities of several food production facilities, a food transport system and school cafeterias;
- Supervise, evaluate and provide performance reviews of assigned staff;
- Interview, select, assign, recommend transfer, termination and disciplinary action;
- Reviews duties, work schedules, approves time and absence records of employees and administers substitute program;
- Directs and plans training and sanitation programs of food services personnel;
- Consults with principals of schools regarding cafeteria needs and promotes the cafeteria use by students;
- Directs the preparation and review of menus, checking dietary balance and meeting the nutritional requirements as outlined by District, local, state or federal guidelines;
- Directs the distribution of foods secured from subsidy programs and plans their scheduling and use;
- Assures compliance with federal, state, local and District laws, regulations, policies and procedures related to the National School Lunch and Breakfast programs, sanitation, safety, free and reduced price meals, nutritional standards and related programs;
- Performs compliant activities with respective to the Free and Reduced programs with regards to collection, review and reporting of applicants;
- Directs selection of foods and supplies and monitors the food for proper storage, quality, rotation and efficient use;
- Monitors the maintenance and repair of equipment to insure their proper and efficient use and care;

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- Understands and enforces the (HACCP) Hazard Analysis and Critical Control Point program;
- Participates and communicates in community activities relating to the school cafeteria program with parents and community members;
- Provides information for cafeteria accounting, including food and equipment inventories;
- Coordinates organization of special dinners and banquets;
- Determines type of fiscal records to be kept and reviews and signs fiscal reports;
- Maintains current knowledge of new food products and new food processing techniques;
- Maintains a current knowledge in the use of computers and computer software related to point of sale meal programs;
- Performs related work as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of good nutrition including federal standards
- Procedures and equipment used in preparation, cooking and serving of food;
- Food values, proper food combinations and economical substitutions;
- Preparation of foods which will be attractive to students;
- Principles of supervision, training and personnel management;
- Federal and state regulations governing student food services programs;
- Procedures and equipment used in large quantity institutional food services;
- Principles of sanitation;
- Business math;
- Records keeping methods;
- Computer programs related to breakfast and lunch programs;
- Appropriate safety precautions and procedures.

Ability to:

- Plan, organize and direct food service programs;
- Develop and market food service programs which meet legal requirements, are cost effective and which are accepted by students and parents;
- Schedule work and utilize departmental personnel effectively;
- Direct the operation of school cafeteria food production and a decentralized cafeteria serving operation, including selection and training of managers and other personnel, economical ordering and use of foodstuffs, safety, cleanliness and serving;
- Examine bids for food contracts and determine the most advantageous bids in terms of quality and cost;
- Prepare menus affording a balanced diet for students of varying ages;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

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QUALIFICATIONS AND REQUIREMENTS

Any combination of training, education and experience which demonstrates possession of the knowledge of abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is managerial-level experience performing supervision of food service program duties;

and

Completion of coursework in nutrition, food service or a closely related field;

or

Experience at or equivalent to the level of Assistant Director of Food Services in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

LICENSES

Possession of a valid and appropriate California Driver's License.

Possession of valid food safety and sanitation certification

or

Possession of valid ServSafe Certification

or

Completion of an approved course of study within the first year of employment may be allowed to garner possession of these certifications.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 60 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 30 pounds frequently (34-66% of the time).
3. Employee lifts/carries 15 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 63.9 pounds on objects.
5. Employee's position requires pulling a maximum force of 63.9 pounds on objects.

Mobility:

Positions in this class perform work which is primarily sedentary but may also require the mobility to stand, stoop, bend, reach and dexterity of hands to grasp and manipulate objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

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Other Conditions:

Incumbents may be required to wear protective apparel, including face protectors and aprons. Incumbents of positions in this class may be required to use his/her personal vehicle in the course of employment. Incumbents may be required to transport money, food packages and supplies to the schools of the District.

WORK DAYS AND PAY RANGE:

The work year for the Director of Food Services is 260 days. Placement is Salary Level IV on the Classified Management Salary Schedule.