

DIRECTOR OF FOOD SERVICES

DEFINITION

Plans, organizes, directs, and coordinates the activities of the Food Services Division in the administration of food services for students and employees.

TYPICAL DUTIES

- Directs the compilation and analysis of costs and revenues, the development of staffing formulas, and the allocation of staff to food services units.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.
- Directs the determination of item and overhead costs and recommends price and portion schedules.
- Plans, organizes, and directs centralized food services activities, including meal and recipe planning, nutrition and quality evaluation, manufacturing of meal components, preparation and delivery of packaged meals and other items, and the sanitation, inspection, and analysis of food service facilities and equipment.
- Establishes a strategic plan with performance measures to monitor the progress of the organization on the attainment of goals.
- Directs the planning of food service facilities and equipment and the coordination of their construction, alteration, replacement, or procurement with various District units.
- Directs the compilation, verification, and reporting of data in order to meet federal and State requirements relative to subsidized nutrition programs.
- Assures that services, equipment, facilities, and procedures conform to federal and State nutrition and food services guidelines, District policies, and other applicable regulations.
- Develops and reviews personnel management policies and procedures, reviews organizational configuration and staffing competencies, and reviews positions needed for effective implementation of food services in the District to ensure conformance with District policies and federal and State regulations
- Directs a planned program of technical supervision of school cafeterias and nutrition units.
- Participates at the executive level in the development and implementation of internal cross-divisional policies, procedures, and planning.
- Prepares and presents reports to committees of the Board of Education and other interested parties.
- Analyzes legislation related to food services and coordinates the response to proposed legislation.
- Plans, directs, reviews, and conducts training for staff and others affected by the services of the organization.
- Consults, advises, and may provide leadership in relation to projects that affect the functions of the organization.
- Facilitates labor management meetings and maintains collaborative relationships with collective bargaining units.
- Establishes effective communication to schools sites regarding policies, procedures, and regulatory requirements.
- Receives formal input from principals in the evaluation of service.
- Implements market research techniques to measure student demand for products.
- Meets with and may address a variety of groups, including employees, school administrators,

officials of public agencies, and community organizations to disseminate information regarding the District's food service program.
Identifies, plans, and coordinates implementation technology solutions to enhance the efficiency and effectiveness of the Food Services Division.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Food Services is the administrative head of the Food Services Division.

The Chief Executive Officer, Educational Services is responsible for directing the District's educational services which includes after school programs, environmental safety, food services, procurement services, school operations, student health, and transportation.

A Deputy Director of Food Services assists in the administration of the Division; participates in planning, organizing, and reviewing division functions; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the Division.

SUPERVISION

Administrative direction is received from the Chief Executive Officer, Educational Services. The Director of Food Services exercises general direction over Deputy Directors and, through them exercises general direction over a large number of lower-level managers and staff support personnel and technical supervision over food services employees in school cafeterias and other nutrition units.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management as applied to food services operations
- Federal Dietary Guidelines
- Food programs such as National School Lunch Program, School Breakfast Program, and Summer Food Service Program
- Basic principles of contract law, public purchasing, research, cost analysis, accounting, budget preparation, expenditure control, and personnel administration
- Collective bargaining law and labor agreements
- Principles of training, employee evaluation, and employee relations
- Principles of public relations
- Concepts of progressive discipline

Ability to:

- Plan and organize programs for maximum efficiency
- Direct through subordinate managers and supervisors
- Prepare and edit written materials
- Remain calm under stress
- Make appropriate decisions in emergencies
- Evaluate objectively the effectiveness of programs and personnel
- Speak effectively before a variety of groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in restaurant management, dietetics, nutrition, business administration, or a related field.

Experience:

Five years of executive or management experience with direct administrative authority over a multi-unit food services operation serving at least 15,000 meals a day.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
04-19-18
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