

DEPUTY DIRECTOR OF FOOD SERVICES

DEFINITION

Assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of District-wide food services programs.

TYPICAL DUTIES

Plans, organizes, directs, coordinates, and reviews District-wide food service programs.
Assures that food service programs, services, equipment, facilities, and procedures conform to applicable regulations and District policies.
Manages the activities of the Field Operations Section, Food Production Section, and the Human Resources Section of the Food Services Division.
Develops, reviews, and implements departmental policies and procedures.
Plans and administers or assists in administering the division budget and may control expenditures for other appropriations.
Analyzes financial reports including budgets, profit and loss statements, and key financial indicators such as food costs and labor costs.
Directs, reviews, and participates in food service operations studies to analyze and evaluate needs and services; equipment, supply, and human resources; feasibility and cost effectiveness; cafeteria planning; and other aspects of management.
Directs and evaluates or assists in directing line-management and supervision of the organization's staff.
Plans, directs, and reviews the in-service training program for cafeteria personnel.
Meets with and may address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations.
Prepares and presents reports for the evaluation and improvement of food service operations.
Develops the use of technology in food service operations.
Communicates with a variety of groups including employees, school administrators, officials of public agencies, community organizations, and the media to disseminate information regarding the District's food service program.
Participates in menu planning, product development, and selection.
May act for the Director of Food Services in the Director's absence.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director of Food Services assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of division; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the division.

The Director of Food Services manages the Food Services Division.

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

An Area Food Services Supervisor provides general supervision over the operations of feeding programs within an assigned area.

SUPERVISION

The Deputy Director of Food Services receives administrative direction from the Director of Food Services, and exercises general direction over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management as applied to a large-scale, decentralized cafeteria and food services operation
- Legal bases and sources of finance of California public education
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Basic concepts and business applications of data processing systems and procedures
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- District collective bargaining law and labor agreements, and Personnel Commission rules
- Applicable concepts of progressive discipline

Ability to:

- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Develop and implement policies, rules, regulations, and procedures
- Develop and maintain a planned program of technical field supervision of cafeterias
- Analyze written materials and oral communications
- Communicate effectively orally and in writing
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training

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:

Four years of experience above the professional entry level in a multi-unit food service organization serving at least 7,000 meals a day, including at least two years of supervisory experience.

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. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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