

## Enterprise Elementary School District Job Description

**Job Title:** Food Services Director  
Classified Manager Position

**Department:** Business Services

**Reports To:** Director of Business Services

**Range:** Classified Manager Salary Schedule- Range G

**Prepared By:** Assistant Director of Human Resources

**Prepared Date:** July 26, 2011

**Approved By:** Board of Education

**Approved Date:** August 3, 2011

**SUMMARY:** Under the direct supervision of the Director of Business Services, plans, coordinates, supervises and directs the operation of the District's internal and external Food Service programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Administers the food service program within the established budget.
- Establishes staffing patterns and has direct responsibility for the supervision of all cafeteria personnel.
- In conjunction with site administrator, evaluates performance of cafeteria personnel.
- Supervises the preparation and maintenance of accurate accounting records.
- Prepares District menus and recipes which provide dietary balance and nutritional adequacy.
- Conducts central purchasing including maximum utilization of surplus commodities.
- Analyzes trends in school lunch sales and costs.
- Recommends prices to be established for meals served.
- Assures purchasing activities are conducted in compliance with applicable federal, state and District statutes, regulations and policies.
- Researches available products and interviews vendors to establish and maintain sources of supply and guarantee best quality for lowest price.
- Develops operating procedures and practices to meet District and department objectives.
- Prepares and submits required reports to federal and state authorities
- Participates in the interviewing and selection process for permanent food service personnel.
- Arranges for substitute personnel.
- Corresponds and confers with state and federal school lunch representatives.
- Directs and assists in personnel training.
- Recommends equipment repair or replacement as necessary.
- Responsible for keeping a running inventory of cafeteria supplies.
- Responsible for monitoring free and reduced meals applications to individual schools and audits each school's applicants annually.
- Confers with school principals, area administrators and other school administrators in regard to cafeteria operations.
- Assist in planning kitchen layouts during construction and remodeling.
- Responsible for public information and assisting instructional staff with nutrition education activities.
- Performs other duties which reasonably relate to the above.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have appropriate course work and experience based knowledge of foods, nutrition, portion control, volume production and distribution. Must have knowledge of the principles and methods of large-scale food service management. Must know personnel management practices including interviewing, selecting, training, supervision, motivating, and evaluating staff. Must have experience in large-scale food purchasing and inventory control. Must have knowledge of laws and regulations relating to surplus commodities and school lunch programs

Must have knowledge of laws and regulations relating to surplus commodities and school lunch programs. Must have the ability to operate standard office equipment including typewriter, computer, copiers and calculator.

**EDUCATION AND/OR EXPERIENCE:** Must have at least a two year AA Degree (Bachelors preferred) from an accredited college or university with major course work in food service management, dietetics, restaurant management or related field and a minimum of five years successful institutional food service including supervisory or management experience in planning, meal preparation, supervision and training.

**LANGUAGE SKILLS:** Ability to communicate effectively both orally and in writing. Ability to work independently with little direction. Ability to establish and maintain cooperative relations with other public officials, school employees, parents and students. Ability to maintain records, prepare reports, estimate food quantities needed and order quantities for economical food service. Computer skills to set up and maintain inventory program and other communications.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have at least a two year AA degree, Bachelor's degree preferred. Must have valid California Driver's License and use of an automobile since this position requires driving to and from school sites to monitor Food Service operations. Must have a current California Food Handler certificate.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to effectively present information to administrators, staff, the public, and the Board of Education. Communicate effectively, both orally and in writing, using clear, Standard English.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

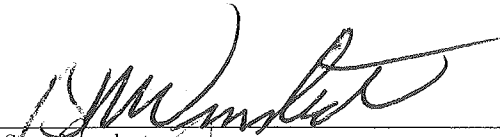
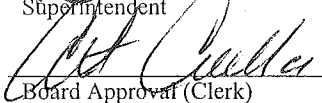
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually quiet to moderate.

  
\_\_\_\_\_  
Superintendent  
  
\_\_\_\_\_  
Board Approval (Clerk)

8/3/11  
\_\_\_\_\_  
Date  
8/3/11  
\_\_\_\_\_  
Date