

TEMPLE CITY UNIFIED SCHOOL DISTRICT

DIRECTOR OF FOOD SERVICES

SUMMARY:

The Director of Food Services coordinates and supervises the food service programs of the District and oversees the Federal Free and Reduced lunch program. The Director of Food Services assigns, trains and evaluates cafeteria personnel.

DEGREE OF SUPERVISION:

The Director of Food Services is under general direction from the Chief Business Official. Performance evaluations are done on a bi-annual basis by the Chief Business Official.

DUTIES AND TASKS: *(All tasks are essential functions unless noted with an S)*

1. Program Management

- A. Coordinates, prioritizes and schedules work with food service personnel; develops food service schedule;
- B. Assists in communications with students, teachers, parents, vendors, administrators, employee and community groups on school food service program matters;
- C. Supervises free and reduced price meal application processing and meal accountability;
- D. Supervises accounting functions of the Department; maintains records;
- E. Develops the annual departmental budget and assure sound fiscal management practices
- F. Coordinates the catering for District functions.

2. Selection and Supervision of Personnel

- A. Directs and supervises Food Service staff; assists in training new staff;
- B. Evaluates the performance of food service staff;
- C. Arranges for substitutes when needed;
- D. Interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions;
- E. Works with Personnel Office on areas related to labor and the collective bargaining agreement.

3. Other Duties

- A. Implements health and sanitation standards;
- B. Recommends intervention or corrections of safety issues when necessary;
- C. Assists with department-wide meetings and staff development to provide training in various areas of food services;
- D. Makes contact with parents regarding eligibility and payment issues;
- E. Participate in the District's Leadership Team.

4. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1. Working knowledge of Government regulations, Food Safety, and Food Merchandising:
 - A. Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA donated food usage and

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- competitive food sales;
- B. Principles of good nutrition and their application to school food service and the nutritional well being of students;
- C. Food sanitation principles and control of microbiological and physical contamination of food;
- D. Food testing procedures, including sensory evaluations;
- E. Quantity food preparation, service, storage, delivery, sanitation and safety;
- F. Principles of food merchandising.

2. General knowledge of principles of personnel supervision and management.

3. Skills and Abilities:

- A. Apply professional knowledge and administrative ability in directing a comprehensive school food service program;
- B. Communicate effectively both orally and in writing;
- C. Interpret, apply and explain rules, regulation, policies and procedures;
- D. Establish and maintain cooperative and effective working relationships with others;
- E. Operate a computer and assigned office equipment;
- F. Meet schedules and timelines;
- G. Work independently with little direction;
- H. Maintain reports and files related to assigned activities;
- I. Accept and carry out responsibility for direction, control and planning.

QUALIFICATIONS:

Education:

- High school graduation or the equivalent, supplemented by courses in dietetics, home economics, institutional management or closely related field.
- Any combination equivalent to: bachelor's degree in institutional food management, home economics, dietetics or nutrition

Experience:

- Four years of experience in a food service supervisory position;
- Experience may be substituted for education on a year-for-year basis.

Other Requirements:

- Tuberculosis screening and clearance every four years;
- Possession of a valid California Drivers' License.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** sit/stand for extended periods of time; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard. The employee is **regularly required to** drive a vehicle from site to site within the District;

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The employee is **frequently required to** lift and/or carry objects up to 30 pounds in weight and bend, twist, stoop, or kneel.

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.

Some employees may be **regularly required** to work in an office environment with moderate amounts of noise; in a warm, kitchen environment with no air conditioning and elevated levels of noise; and to drive a vehicle to conduct work.

SALARY RANGE: 42