

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, direct, and supervise District's Food Services Department staff and overall operations.

The Director of Food Services ensures that requirements of the National School Lunch and Breakfast Programs are in compliance with the nutritional standards.

REPRESENTATIVE DUTIES:

Plan, coordinate, organize, control, and direct the District's food services program to provide school breakfasts, lunches, and other nutrition services for the District, the central kitchen, and special functions in compliance with all relevant Federal and State laws and regulations. E

Plan school lunch menus and ensure that the food is in compliance with federal nutrition requirements. E

Conduct/review bids for competitive prices on food, supplies, and equipment. E

Select, assign, schedule, supervise, and evaluate the performance of food service personnel. E

Develop specifications for purchase of equipment, supplies, and food products, communicates with vendors and evaluates products and prepares requisitions to order food, supplies, and equipment. E

Travel to various sites to conduct site observations, monitoring operations and services provided, evaluating the organization and sanitation of the facility to ensure compliance with State, Federal, and local regulations and to determine equipment and supply needs. E

Maintain and supervise the preparation and maintenance of various records and reports, including cafeteria fund income and expenditures, receipt, deposit, and accounting of monies, free and reduced price meals, and oversees/troubleshoots the point of sale computer system. E

Maintain an efficient and cost effective department. E

Process/review free and reduced lunch applications and serve as a resource to parents and staff. E

Confer with administration, school staff, parents, and students to implement improvements to the Food Service Program.

Attend School Nutrition Association meetings to discuss relevant topics and changes in Food Service.

Participate as a member of the District Leadership Team, School Health Council, and Safety Committee.

Provide updated information regarding the National School Lunch Program and changes to the Federal and State regulations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Modern office practices, procedures and equipment.
- Laws and regulations pertaining to food services and school lunch programs.
- Foods, products, and food preparation methods.
- Financial recording procedures.
- Equipment utilization, maintenance, and repairs.
- Sanitation and employee safety regulations.
- Menu planning.
- Employee management.
- General computer applications.
- Grammar, spelling, punctuation, and vocabulary.
- Crisis management.

Ability To:

- Communicate effectively as a leader.
- Establish working relationships with vendors.
- Analyze situations quickly and make decisions.
- Deliver reports to administrative staff.
- Train, supervise, and evaluate personnel.
- Implement nutritional and safety regulations.
- Review financial data and make adjustments accordingly.
- Utilize computer to create presentations and reports.
- Act as a resource to personnel and parents.
- Prepare monthly school breakfast and lunch menus.
- Maintain current knowledge of technological advances in the field.

EDUCATION AND EXPERIENCE:

A four year college degree in Food Service Management, Nutrition, and Dietetics, Business Management, or a related discipline. Two years experience with commercial food services, preferably within a California school district. Experience in a supervisory capacity and wide contact with the public.

Licenses Required:

- Valid and appropriate California Driver's License
- Valid Food Handler's Permit

WORKING CONDITIONS:**Environment:**

District office and school kitchen environment.

WORKING CONDITIONS:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Lifts, carries, pushes, pulls up to 50 pounds; occasionally stands for extended periods of time; walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts and catalogs. Frequently drives a vehicle, operates a personal computer, and uses the telephone. Works inside and outside; is exposed to high and low temperature and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water, and wears oven mitts and latex gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.