

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Assistant Director-Food Services	REPORTS TO:	Director - Food Services
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
EFFECTIVE DATE:	July 25, 2000		

BASIC FUNCTION:

Plan, organize, and assist in the direction of the District's food service program; implement, coordinate and monitor new operations and program changes; oversee and evaluate preparation kitchen management; administer a food service staff development in-service program for assigned staff; direct, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, evaluate and supervise preparation kitchen management; provide guidance to kitchen staff. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; interview and select; conduct regular meetings and training programs for newly assigned field supervisory personnel to facilitate field operations. *E*

Plan, implement and maintain food service staff development programs for field and central office staff. *E*

Observe field operations; make regular visits, assess staff support needs and provide for implementation of required services; monitor daily operations of the food management, labor management, facilities and equipment management and financial management sections. *E*

Provide on-going evaluation of departmental safety and sanitation programs. *E*

Develop contracts with outside agencies. *E*

Assist in the administration of the District's food service and special feeding programs; coordinate and implement new feeding operations, program changes and related service; plan and implement summer feeding program operations. *E*

Coordinate and implement regulatory changes and departmental participation in governmental projects. *E*

Develop and prepare the annual preliminary budget for the Food Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Maintain current knowledge of applicable provisions of the District auditing activities of the department. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Serve as the Director-Food Services in the absence of the Director. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to: bachelor's degree in institutional management, foods and nutrition, business administration or a related field and four years experience of responsible management or supervisory experience.

LICENCES AND OTHER REQUIREMENTS:

Incumbents in this classification must successfully complete the specified Food Services Sanitation course.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Dietary guidelines and nutritional standards.
Methods and procedures related to the operations of a food service operation.
Principles and methods of quantity food service preparation, serving and storage.
Standard kitchen equipment, utensils and measurements.
Methods of computing food quantities required by weekly or monthly menus.
Sanitation and safety practices related to serving and storing food.
Principles of nutrition.
Record-keeping techniques.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal and assigned software.

ABILITY TO:

Provide leadership and direction in assigned functions.
Plan, organize and supervise Food Services operations for the District.
Train and evaluate the performance of assigned personnel.
Operate a computer and standard office equipment.
Maintain records and prepare reports.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Communicate effectively both orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.