

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Food Services	REPORTS TO:	Assistant Superintendent, Operations
DEPARTMENT:	Food Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-27/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned functions and activities; plan, organize, and direct the Food Services Department of the District to provide timely delivery of high quality services to students, staff, sites and departments; locate and allocate resources; supervise, provide clear work direction and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and direct a variety of programs, services and activities related to food services including menu planning, preparation and purchasing to meet the needs of students, staff, sites and departments. *E*

Ensure compliance with regulatory agency guidelines and policies; visit school kitchen and central production kitchen on a regular basis to ensure compliance with all applicable codes for the safety of students and staff. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplish stated goals; participate in labor relations and negotiations. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; locate and allocate resources timely to meet the needs of students, families and staff. *E*

Oversee food services activities and special functions including conferences, dinners and banquets; assist with food service facility design and remodeling. *E*

Develop, plan and implement strategic long and short-term plans and activities; perform program analysis, compile information and make decisions regarding the needs, objectives and programs of assigned area(s) *E*

Communicate and collaborate with administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; work with community groups, media and legislators to increase understanding and support for the program. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. *E*

Develop and prepare the annual budget for the Food Services Department; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree in dietetics, food service administration, business administration or related field and five years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and evidence of insurability at the standard rate is required and must be maintained.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the food services of a large district.
Nutritional dietary requirements of school-aged children.
Sanitation and safety practices related to cooking and serving food.
Federal and State regulations for Child Nutrition Program.
Interpersonal skills using tact, patience and courtesy.
HACCP standards; sanitation and safety practices.
Budget preparation and control.
Oral and written communication skills.
Operation of a computer to enter data, maintain records and generate reports.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
Labor Relations law and employee contracts.
Accurate record-keeping techniques.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer the food services activities and operations of the District.
Locate and allocate resources.
Assure that food items are prepared, served and stored properly.
Assure compliance with health and sanitation requirements.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
Analyze situations accurately and adopt an effective course of action.
Plan, prioritize and organize work to meet schedules and time lines.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced

work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor programs and assure compliance; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions