

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	District Supervisor II, Food Services	REPORTS TO:	Director, Food Services
DEPARTMENT:	Food Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-17/Management Salary Schedule

(Former Classification: Food Services Operations Manager II)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, analyze and direct in the purchase of food, equipment and supplies for the District Food Service program to meet the needs of students and staff; supervise the budget and accounting functions of the program to ensure the financial viability of the district; supervise the meal application/approval process of the program to provide timely delivery of high quality services; coordinate and oversee daily routine and emergency operational functions directed to the central food service office.

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, analyze, and direct in the purchase of food, equipment and supplies for the District Food Service Program, including USDA commodities to provide timely delivery of high quality services; ensure compliance with applicable federal and state laws and related meal certification regulations; assist the Director of Food Services with major special projects, as assigned. *E*

Train, supervise, evaluate and provide clear expectations of assigned staff; assist in the employment process, orientation and other activities of district-wide substitute food service staff; prioritize and schedule work to meet time lines; coordinate meal application distribution and approval process; ensure accurate processing and reporting according to established procedures. *E*

Implement and direct the employment process, orientation and other activities of district-wide substitute food service staff; conduct employment interviews, orientations, and monitor the performance of substitute staff; conduct in-service sanitation safety training workshops to provide a safe, clean and orderly learning and working environment. *E*

Coordinate and oversee daily routine and emergency operational functions for central food services. *E*

Initiate the purchase, acquisition and delivery of district-wide food service equipment, supplies, commodities and associated products; prepare requisitions and ensure the timely and accurate delivery and distribution of stock; report shortages or damaged items. *E*

Coordinate the delivery of orders and transfers of food service equipment, supplies and related items. *E*

Supervise menu development to provide students access to high quality options; supervise testing and evaluation of food products; monitor pricing and quality control to ensure the financial viability of the district; maintain related reports as required. *E*

Prepare, maintain and monitor Health Department records and reports; ensure compliance with State regulations; report discrepancies and building violations to appropriate District administrators to provide a safe, clean, and orderly learning and working environment; issue work orders to maintenance department as necessary. *E*

Assist in the review and revision of plans for new kitchen construction and remodeling of existing food service facilities; recommend and prepare specifications for new equipment. *E*

Attend a variety of meetings, conferences and other gatherings; receive and provide information, discuss, respond to questions, issues and complaints related to the Food Service Program; identify concerns and implement or recommend solutions. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with emphasis in nutrition, food service business management, quantity cooking or related field and five years increasingly responsible experience in a large and extremely complex food service program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Food Handler's Card.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current laws, rules and regulations related to the National School Lunch Program.
- Methods and practices of a large food service operation.
- Sanitation, health and employee safety practices related to handling and serving food.
- Nutritional requirements and food values.
- Menu planning techniques including food values, combinations, and substitutions.
- Planning, organization, and operation of a large food service program to meet the needs of students.
- Automated food service systems.
- Oral and written communication skills.
- Cost analysis techniques.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.
- Principles and practices of supervision, training and providing work direction.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize, coordinate, and manage a large food service operation or related program.
- Maintain and prepare detailed records and reports.
- Communicate, understand, and follow both oral and written directions effectively.
- Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
- Analyze situations accurately and adopt an effective course of action.
- Train, supervise and provide clear expectations to assigned staff.
- Assure that food items are prepared, served, and stored properly and in a timely manner.
- Maintain current knowledge of applicable program, rules, regulations, requirements and restrictions.
- Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.
- Plan, prioritize and organize work to meet schedules and time lines.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work.
- Manage change and design an effective system of reporting progress and monitoring results.
- 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 site visitations; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and analyze reports; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

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

E=Essential Functions