

FALLBROOK UNION HIGH SCHOOL DISTRICT**JOB DESCRIPTION: Director of Food Services****Definition**

Under the supervision of the Assistant Superintendent of Business Services, plan, organize, direct and control the district lunch programs and do related work as required. This person is a member of the management team.

Qualifications:

- Possess an Associate of Arts Degree with a major in Nutrition or other related field or to have any combinations of demonstrated education (such as college courses and/ or training in child nutrition, menu planning, safety and sanitation) and experience considered by the Administration and Governing Board to provide the ability to perform successfully in this position.
- A minimum of three years in a supervisory position preferably in the field of food services.
- Knowledge of child nutrition service programs, procedures, methods, Federal, State and local rules and regulations, modern computer equipment and current software.
- Ability to plan, organize and supervise the efforts of the Food Services Department's personnel.
- Must possess a valid California driver's license and current food handler's certificate.

Typical Duties

- Prepares all menus; check dietary balance and nutritional adequacy to meet all required regulations.
- Order, receive and maintain adequate inventory of foods, supplies and equipment.
- Distribute food received from subsidy programs.
- Review work of employees in the food service department.
- Consult with principals of schools regarding integration of lunch program with school program.
- Monitor quality of food served.
- Periodically inspect food preparation areas for cleanliness and conformance to established operation procedures and state and local health codes.
- Set standards of efficiency and sanitation in food preparation; instruct and evaluate personnel in methods and procedures of tasks assigned.
- Assign, supervise, train and evaluate food service personnel at all sites.
- Schedule substitute workers covering all shifts.
- Interviews prospective new employees and recommends employment.

- Verify all sites in compliance with all district policies and State and Federal guidelines.
- Operate standard cafeteria equipment and appliances.
- Prepare monthly, quarterly and annual accounting reports, including: Claims for Reimbursement, Cafeteria Income and Expense Report, Commodities reports and orders, National School Lunch Program renewal application, annual Cafeteria Budget and other District and Governmental reports as needed in conjunction with the Director of finance.
- Assist in reconciliation of school site daily deposits, balances cafeteria back account, collects reimbursement for NSF cafeteria checks and redeposit to back account in conjunction with the Director of Finance.
- Verify State and Federal reimbursement and deposits with the Director of Finance.
- Assist in development and administration of an annual operating budget for food services. Request purchase orders, verifies invoices for payment.
- Process free/reduced meal applications following state guidelines, notifying schools and families. Make application verifications in compliance with State regulations.
- Work with custodial and maintenance staff in maintenance and operation of the kitchen and equipment.
- Perform other duties as assigned.

Work Environment

Employees in this classification work inside and outside with varying temperature changes, in confined spaces with poor ventilation, dry atmospheric conditions, dangerous machinery, inadequate lighting, loud noise, sharp objects, dust (moderate to high concentrations of silica or allergenic dust) cleaning chemicals, odors, toxic materials, machinery with moving parts, moving vehicles, hands in water, over 40 hours a week, exposure to minor and severe contagious illnesses, direct contact with public, students and other district staff, without guidance from supervisor, occasionally negative interpersonal situations, high volume and tight deadlines with continuous interruptions, protective equipment used/required gloves.

Supervisor: Asst. Superintendent of Business Services
Salary: Range 9 of the Classified Management Salary Schedule
Work Year: 12 Months