

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DIRECTOR OF FOOD SERVICES

Under the direction of the Assistant Superintendent, Administrative Services, to plan, organize, and direct the District food service program; and do related work as required.

EXAMPLES OF DUTIES

Plans, organizes and directs all parts of the district food service program in conformance with Federal and State regulations and School District policies: has responsibility for the sanitary, efficient and economical operation of the food service program; implements and supervises the preparation of cost control records; analyzes financial and operating statements; inspects and tests foods for quality; plans master menus for the District, insuring dietary balance and nutritional adequacy appropriate for the tastes, growth and development of children; periodically inspects cafeterias for cleanliness and conformance to established operating procedures; supervises the selection, assignment, transfer and retention of food service personnel; plans, develops and participates in a training program for food service personnel; prepares the budget for the food service operation and controls expenditures; prepares specifications, obtains price quotations, reviews bids, and purchases cafeteria foods and supplies; attends food service conferences and conventions as the District's representative; receives and answers requests for information on District policy and procedure; prepares and reviews employee evaluations; reviews time sheets, maintains records, and prepares reports. Coordinates food service warehouse operations. Plans, orders and supervises preparation of food items for catered events

QUALIFICATIONS

Knowledge of:

- Principles and methods of planning and preparing meals in large quantity for school children;
- Operating policies, rules, and procedures of the School District;
- Legal requirements of the school lunch program;
- Sanitation and safety procedures related to school cafeterias;
- Techniques of supervision, personnel management, employee training, staff development, motivation and team building;
- Current standards in nutritional analysis and dietary guidelines;
- Equipment needs for large food service preparation

Ability to:

- Direct the operation of all phases of District food service activities;
- Estimate and order quantities of food needed on a district-wide basis;
- Assist in training food service personnel;
- Maintain cafeteria records relating to time, cost and inventory;
- Prepare menus which meet State requirements for a balanced diet for children of varying ages;
- Select, train, and supervise cafeteria personnel;
- Read and write at the level required for successful job performance;
- Work cooperatively with those contacted in the course of work;

- Coordinate and direct all phases of cafeteria operations;
- Prepare oral and written reports;
- Establish and maintain cooperative working relationships with those contacted in the course of employment;
- Use computer to assemble and analyze data;
- Regularly meet deadlines and adhere to schedules

EXPERIENCE

Five years of food service experience, including at least two years in a supervisory capacity.

EDUCATION

Equivalent to graduation from a recognized college or university with a major in home economics or a related field. The following may be substituted in place of a college degree: (1) Two additional years of food service supervisory experience or (2) Two years prior experience as a Food Service Director.

LICENSES

Possess a valid California Driver's License.

