

Goleta Union School District

Director of Food Services

Basic Function

Under general direction, the Director of Food Services plans, organizes, and supervises the food service program and does related work as required.

Representative Duties

Supervise the district food service program in compliance with safety, federal, and district policies and regulations. E

Prepare, monitor and administer the food service budget. E

Maintain records of income and expenditures, food, supplies, equipment and cash sale transactions. E

Prepare formal bids for submission to Board of Education. E

Track and reconcile all government commodities and usage. E

Compile and submit monthly free & reduced lunch lists to State of California. E

Plan and analyze menus and implement standards for proper nutrition and for efficient and sanitary practices in food handling. E

Assist in the development and presentation of nutrition education programs for teachers, students, parents and others. E

Procure and warehouse foods and supplies. E

Maintain an efficient food operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel. E

Coordinate all maintenance of equipment and building repairs with appropriate school district personnel. E

Plan and provide leadership for workshops to disseminate information or provide inservice training. E

Keep abreast of current developments in food service management and nutrition. E

Meet with student, teacher, parent or other groups; represent staff at meetings and conferences. E

Knowledge and Abilities

Knowledge of:

Procedures and equipment used in preparation, cooking, and serving of food in large quantities.

Nutrition including food values, proper food combinations, and economical substitutions that may be made.

Factors involved in menu planning.

Director of Food Services

Safety and sanitation principles applicable to food preparation.

Marketing and communication strategies.

Ability to:

Understand accounting of records of a school cafeteria system.

Supervise and manage the operation of all services of cafeteria operation.

Determine labor, supplies and overhead costs in a cafeteria.

Operate a computer and database management software.

Reconcile daily school cafeteria reports.

Education and Experience

College degree or equivalent with specialization in nutrition, food management, and minimum four years of experience in charge of menu planning and food purchasing, preparation, and serving with a school district or other public institution, commercial establishment, or in a related field; or any combination of training and experience which may provide the required knowledge and abilities. Prefer Registered Dietician.

Licenses and Other Requirements

Valid California Motor Vehicle Operator

Working Conditions

Environment

Food Service Environment

Subject to heat from ovens

Physical Demands

Lifting, carrying, pushing, or pulling moderately heavy objects.

Standing and walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Stooping and bending at the waist.

Hazards

Exposure to very hot foods, equipment, and metal objects.

Exposure to cleaning chemicals and fumes

Distinguishing Characteristics

None