

WINDSOR UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: - FOOD SERVICES DIRECTOR

DEFINITION: Under the direction of the Chief Business Officer (CBO), works with the District Leadership Team to plan, organize, direct and supervise the District's food services and nutritional information program according to policies approved by the Board of Trustees. This includes training, supervising and evaluating assigned personnel.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Direct the District-wide school food service program in conformance with Federal and State laws and regulations and State and county health ordinances and school district policies
- Plan, develop, prepare and evaluate menus and personally perform duties in preparation and serving for a variety of school food programs; determine need for types and quantities of food, supplies and equipment
- Supervise, develop, and recommend changes in food service program policies and procedures to the CBO including application processing and meal accounting procedures under the free and reduced price meal for needy students
- Direct and maintain all records required by the State and district administration including purchases, inventories, menus, cash collections and accounting, and all other records required for good business procedure
- Assure purchasing activities comply with applicable Federal, State and District statutes, regulations and policies; supervise the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding purchase orders in accordance with District policies and State and Federal laws
- Determine standards for efficient and sanitary practices in food preparation and services; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies
- Train, supervise and evaluate assigned personnel; outline daily duties and work schedules of district kitchen staff; plan and direct District-wide meetings and workshops to provide training of food preparation and service, sanitation and nutrition
- Work with vendors regarding new products and services and/or problems involving their products or delivery services; supervise the warehousing and delivery of staples and/or perishable foods and supplies to schools
- Prepare and present oral and written reports as requested
- Perform related duties as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Federal and State regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA donated food usage and competitive food sales
- Principles of good nutrition and their application to school food services and the nutritional well-being of students
- Food sanitation principles and control of microbiological and physical contamination of food
- Food testing procedures including sensory evaluations
- Principles of accounting, budgeting, data processing, purchasing, warehousing, personnel management and collective bargaining
- Quantity food preparations, service, storage delivery, sanitation and safety.
- Principles of work scheduling and time
- Menu planning to meet nutritional needs and taste preferences of students and to control waste
- Kitchen layout and food, supply and food service equipment specification preparation

Ability to:

- Apply professional knowledge and administrative ability in directing a comprehensive school food service program
- Establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees and their organizations, subordinate personnel and the general public
- Direct and supervise employees for maximum productivity and morale
- Analyze situations accurately and adopt appropriate courses of action
- Operate computer, adding machine and Point-of-Sale (POS) devices
- Speak before groups and write effectively

Education:

- Any combination equivalent to: two (2) years college-level work in institutional food management, home economics, dietetics or nutrition.

License:

- Valid California Driver's License

Desirable Qualifications:

- Ability to communicate in Spanish

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved November 13, 2018