



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Director Food Services</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	This Position reports to the Assistant Superintendent, Administrative Services
<b>CLASSIFICATION:</b>	Classified
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position Any combination equivalent to completion of two years of college-level course work in nutrition and food service management, and two years of food service supervision or management experience in a school district or similar setting.
<b>SALARY SCHEDULE:</b>	Management Salary Schedule - VI
<b>WORK - YEAR / HOURS:</b>	12 Months
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	April 16, 1997

### BRIEF DESCRIPTION OF POSITION

The Director, Food Service organizes and manages the district food services, including planning, ordering, cooking and service operations; prepares the annual budget for labor, supplies, and equipment; coordinates the meal subsidy program; and does related work as required.

### DUTIES AND RESPONSIBILITIES

1. Plans organizes, schedules, assigns and supervises the food service workers and cooks who are responsible for preparation and delivery of food for all campuses
2. Selects, trains and evaluates food service staff; initiates disciplinary actions; solves operational problems and conflicts
3. Plans and evaluates menus; accommodates specific dietary requirements; ensures that meals are nutritious, flavorful, attractive and "age appropriate"
4. Establishes regulations and procedures for food service functions in conformance with legislation, professional standards and requirements
5. Prepares the annual labor, food and equipment portions of the budget; projects and justifies food service needs; observes budgetary limitations
6. Maintains records and prepares reports related to budgeting for and the accounting of operating costs for labor, supplies, equipment and food service statistics; prepares reports as required by governmental agencies.
7. Evaluates, selects and oversees food, supply and equipment vendors and

products; purchases food and supplies; oversees maintenance of inventory coordinates repair and maintenance of equipment; recommends purchases of equipment.

8. Inspects and ensures compliance with sanitation, food handling and safety standards and practices
9. Coordinates meal subsidy program application, verification, enrollment and monitoring
10. Establishes and maintains effective working relationships with administrative staff
11. Works with regulators in the review of food operations; develops corrective actions in response to audits

**Physical Requirements:**

Physical ability to stand, stoop and lift items  
Ability to tolerate kitchen temperatures