

ADMINISTRATOR - FOOD SERVICES

DEFINITION

Under administrative direction, plans, develops, and administers the District food service program; and performs related work as required.

CLASS CHARACTERISTICS

Attendance at evening meetings and travel to meetings in and out of District is required of the incumbent. Use of personal automobile may be a requirement of the position. Position is exempt from overtime compensation.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Plans, develops, and supervises activities of a large central food production facility, a food transport system, school cafeterias, speedlines, snack bars, and contract food services. *E*

Sets standards for efficient and sanitary practices in food preparation, transport, and service. *E*

Reviews, interprets, and implements regulations, policies, and procedures of the National School Lunch Program. *E*

Develops and monitors free and reduced-price meals program in accordance with policies and regulations. *E*

Provides standards for quantity and quality of foods prepared and served. *E*

Selects, assigns, and evaluates food services personnel; directs and plans training programs of food services personnel. *E*

Reviews duties and work schedules of employees; reviews and approves time and absence records; administers substitute program. *E*

Consults with principals of schools regarding cafeteria needs and promotion of use of the cafeterias by students. *E*

Directs selection of foods and supplies, and coordinates and checks for proper storage and efficient use; inspects food for quality. *E*

Directs the preparation and review of menus, assuring dietary balance, nutritional adequacy, and use of foods in plentiful supply. *E*

EXAMPLES OF DUTIES (cont.)

Plans and directs the distribution and use of foods secured from subsidy programs. *E*

Plans for the efficient use, care, maintenance, and repair of equipment. *E*

Prepares bids and specifications for food, supplies and equipment; compares bids for quality, price, and service and recommends award; maintains and reports commodity inventories. *E*

Reviews and approves requisitions for food service items; develops and recommends food price schedules to the Board. *E*

Supervises the maintenance of accounting records and reports; formulates and monitors the budget. *E*

Prepares written and oral reports and maintains records. *E*

Prepares recommended new and revised policies and regulations. *E*

Coordinates organization of special dinners and banquets; develops and negotiates contracts to provide food services for other agencies. *E*

Applies for, receives, and accounts for state and federal food service reimbursements. *E*

Attends meetings of Board to present background and recommendations regarding food services as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The National School Lunch Program;
2. Procedures and equipment used in quantity food preparation, cooking, serving, and sanitation;
3. Food values, proper food combinations, and economical substitutions;
4. Principles of supervision and personnel management;
5. Cost, inventory, and budget control;
6. Business math;
7. Principles of accounting as related to food service financial record keeping and reporting; and
8. Appropriate safety precautions and procedures.

Ability to:

1. Direct the operation of all phases of the food service operation, particularly purchasing, accounting, food;
2. preparation, food transport, food storage and inventory, equipment use, food serving, food usage, and menu planning;
3. Direct a comprehensive program of staff development;

Ability to: (cont.)

4. Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
5. Supervise, train, and evaluate personnel;
6. Prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence;
7. Make effective oral report presentations;
8. Read and understand legal codes, technical materials and administrative policies, reports and directives;
9. Gather, analyze, and evaluate data;
10. Formulate and administer a budget;
11. Develop and monitor work schedules;
12. Operate a vehicle observing legal and defensive driving practices;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE

Responsible administrative experience in the management of a comprehensive large quantity food preparation program in a school district or institutional setting, including food purchasing, menu planning, accounting, inventory, financial reporting, staff development, work scheduling, and staff supervision;

or

A Bachelor's degree in institutional food management, nutrition or a closely related area and professional level experience in institutional food service. A one-year approved internship served in a school district may be substituted for the professional experience.

or

Experience at or above the level of Food Services Manager in the Huntington Beach Union High School District supplemented by courses in supervision, menu planning, nutrition, work simplification, food service accounting, food service purchasing, fundamentals of training and preferably including management level certification from the California School Food Service Association.

WORKING CONDITIONS

Environment:

Cafeteria and office environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Walking to conduct inspections of food service facilities; and hearing and speaking to exchange information and make presentations.

Revised: 7/81