

Pierce Joint Unified School District

Job Description

JOB TITLE: **Food Services Director**

SALARY SCHEDULE: Classified Management

DEPARTMENT: District Office

REPORTS TO: Chief Business Official

BOARD APPROVED: 5/18/2018

SUMMARY: Under the general direction of the Chief Business Official, plans and directs a comprehensive food service program on a District-wide basis; develops a nutritional program to meet National School Lunch/Breakfast requirements; establishes and sets goals and standards concerning quality of food and service; ensures program compliance with Federal, State, County and District requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare all menus; check dietary balance and nutritional adequacy to meet all required regulations.
- Order, receive and maintain adequate inventory of foods, supplies and equipment.
- Distribute food received from subsidy programs.
- Review work of employees in the food service department.
- Consult with principals of schools regarding integrations of lunch program with school program.
- Monitor quality of food served.
- Periodically inspect food preparation areas for cleanliness and conformance to established operation procedures and state and local health codes.
- Set standards of efficiency and sanitation in food preparation; instruct and evaluate personnel in methods and procedures of tasks assigned.
- Assign, supervise, train and evaluate food service personnel at all sites. Schedule substitute workers covering all shifts. Interview prospective new employees and recommend employment.
- Verify all sites in compliance with all district policies and State and Federal guidelines.
- Operate standard cafeteria equipment and appliances.
- Prepare monthly, quarterly, and annual accounting reports; Commodities reports and orders; National School Lunch Program renewal application.
- Assist in reconciliation of school site daily deposits.

- Assist in development and administration of an annual operating budget for food services. Request purchase orders, verifies invoices for payment.
- Process free/reduced meal applications following state guidelines, notifying schools and families. Make application verifications in compliance with State regulations.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Child Nutrition Service programs, procedures and methods.
- Federal, State and district rules and regulations.
- Modern computer equipment and software.

ABILITY TO:

- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Establish and maintain cooperative relationships with others.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to: associate's degree with a major in Food and Nutrition or related field; three years of supervisory experience preferably in the field of food services; and one year of relevant school nutrition experience. Must possess a valid California driver's license.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly require to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.