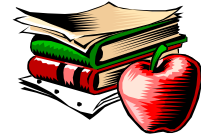




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Director of Food Services
Rev 2021

DEFINITION

Under the direction of the Business Manager, plans, organizes, and directs the District's Food Service and Nutrition Program and performs related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Plan, organize, and direct the District's food service and nutrition programs; also develops and implements District-wide policies and procedures to assure compliance with federal, State, and local laws and regulations. E
- Supervise the Campus Food Service Managers and guide the overall operation of the District's Food Service and Nutrition programs; must act as Campus Food Service Manager in the event of an emergency or extended absence. E
- Assist in the development and preparation of the annual budget for food service operations and authorizes expenditures in accordance with established guidelines. E
- Review, interpret, implement, and monitor, regulations, policies, of the National School Lunch Program and Summer Food Service Program. E
- Develop, monitor, and supervise the free and reduced-price meals program including maximizing student participation. E
- Researches, assembles, and analyzes information for federal, state and local reports; gathers required supporting documents; prepares detailed written and oral reports, maintains records. E
- Assists the teaching staff with nutrition resources to integrate nutrition in the classroom. E
- Assists the Campus Food Services Managers with the planning, development, and supervision activities of the school cafeterias, snack bars, and contracts for food services. E
- Participates in the selection of the food service staff. E
- Assists in developing and conducting orientation, training, and instruction seminars for new personnel in the nutrition service operations; assists with supervision and evaluation of food service employees. E
- Provides standards for the quantity, quality, and nutrition of food prepared and served. E
- Coordinates and checks for proper storage and efficient use; inspects food for quality. E
- Coordinates with the Campus Food Services Managers and oversees the menu planning to ensure adequate nutrition and dietary balance needs are met. E
- Prepares bids and specifications for food, supplies, and equipment; compares bids for quality, price, and service and recommends award. E
- Develops and recommends food price schedules. E
- Communicates with school administrators, district personnel, parents, and outside organizations; resolves issues and conflicts and exchanges information. E
- Operates a variety of office equipment including a computer and related software; operates a variety of kitchen equipment as necessary; operates District vehicles. E
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma and bachelor's degree or equivalent educational experience within the minimum professional standards established by the United States Department of Agriculture (USDA), under the Healthy, Hunger-Free Kids Act of 2010 and amended by the California Department of Education School Nutrition Program effective April 30, 2019.

Experience

Experience in food service supervision or in institutional management involving planning and preparation of food in large quantity.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Valid California Driver License
Food Safety Certification

KNOWLEDGE AND ABILITIES

Knowledge of

1. Operational characteristics, services and activities of a comprehensive school district food service program.
2. Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
3. Modern and complex principles and practices of program development and administration.
4. Principles and practices of budget preparation and administration, principles of supervision, training, and performance evaluation.
5. Pertinent Federal, State and local laws, codes and regulations including health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
6. Principles of quantity food preparation and food merchandising.
7. Nutritional and operational requirements of the National School Lunch Program and other related federal and state regulations including, but not limited to, the evaluation of applications for free and reduced price meals for needy students.
8. Procedures used in ordering, receiving, storing, and inventorying food and supplies.

Ability to

1. Meet physical requirements necessary to safely and effectively perform required duties.
2. Follow oral and written directions.
3. Provide leadership in nutrition education and food service.
4. Direct the operation of all phases of the food service operation and nutritional standards.
5. Direct a comprehensive program of staff development.
6. Analyze problems, develop sound problem solving models and solutions.
7. Gather, analyze, and evaluate data, read and understand technical materials, policies, and reports.
8. Develop and monitor work schedules.
9. Operate a motor vehicle.
10. Assure compliance with federal, State, and local laws and regulations.
11. Prepare comprehensive narrative and statistical reports.
12. Work independently with little direction.
13. Plan and organize work.
14. Meet schedules and timelines.
15. Communicate effectively both orally and in writing.
16. Establish and maintain cooperative and effective working relationships with others and deal with the general public tactfully, courteously, and professionally.
17. Supervise and evaluate the performance of assigned staff.
18. Provide effective feedback in a manner that inspires accountability.
19. Negotiate skillfully in difficult situations and create solutions to promote compromise.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Office and kitchen/cafeteria environment.
- Driving a vehicle to conduct work.
- Contact with a variety of individuals.
- Constant interruptions.

Physical Demands

- Sit and stand for extended periods of time.
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel, and stoop.
- Write legible reports.
- Read notes, memos, and printed material.
- Speak clearly and communicate effectively.