



Classification Summary

Assists the Foods Service Administrator in monitoring the District's decentralized food service programs to assure compliance with USDA regulations; implements corrective actions and/or program improvements as required.

Supervisory Relationships

Reports to the Food Services Administrator. Provides technical guidance to food preparation personnel in District kitchens.

Distinguishing Characteristics

Distinguished by the requirement for knowledge of institutional food service management and USDA Child Nutrition Program regulations.

Examples of Duties

1. Conduct random inspections of kitchen facilities, food storage, food handling, and menu preparation practices to assure schools provide cost-effective, nutritionally balanced meal programs within USDA and health regulations. Identify and recommend solutions to operational or procedural problems
2. Identify need for, schedule, and conduct in-service training kitchen staff in sanitation techniques; recordkeepings; goal setting; new food products/menu items; and food preparation.
3. Develop performance standards and evaluate on-the-job training of substitutes; recommend placement to supervisor. Screen applications and recommend selections to supervisor. Assist in evaluating work performance of placed employees and transfer recommendations.
4. Develop economical, nutritional standardized food preparation procedures; modify as necessary to maximize use of individual kitchen's available equipment and staff.
5. Participate in developing nutritional, cost-effective recipes researching, modifying and assigning new recipes to kitchen manager for production. Assess final product and modify ingredients and/or instructions as necessary. Determine production costs and serving size; add acceptable recipes to menus.
6. Develop and implement individual kitchen purchasing and cost accounting procedures for warehouse and vendor-supplied food, paper and equipment. Train and assist foodservice managers in computer-based recordkeeping systems.
7. Standardize district kitchen equipment requirements.
8. Assist in reviewing profit/loss statements and develop strategies to increase program profitability.
9. Supervise new product testing process; design testing procedures, assist in analysis of results and writing order specifications for approved products.
10. Develop and implement marketing strategies to publicize school foodservice programs - breakfast, lunch, a la carte, and hospitality services.
11. Provide for professional development through continuing education, seminars, reading and professional society relationships.
12. Perform related work as required.

Required Knowledge, Skills and Abilities

1. Considerable knowledge of and ability to communicate the principles, practices and application of institutional foodservice management.
2. Ability to tactfully deal with employee and public demands
3. Knowledge of and ability to communicate cost accounting and bookeeping procedures.
4. Considerable knowledge of state, federal and local nutritional food service regulations.
5. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

6. Ability to operate foodservice preparation equipment such as mixers, food slicers, convection and deck ovens, dishwashers, food chopper and deep fat fryer.

Minimum Qualifications for Class Entry

Graduation from a four-year baccalaureate program in foodservice management, general dietetics or hotel/restaurant management, or equivalent experience, plus three years of school food service experience.

Work Environment

Work is performed in the Foodservice Department office and at school foodservice locations. Incumbents may be exposed to danger of injury from food preparation machinery, ovens and sharp knives. Evening work may be required.