

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **FOOD SERVICE CHIEF**

QUALIFICATIONS:

1. College degree preferred in food-related area or equivalent knowledge and experience in methods and practices related to food operations
2. Experience in supervising and evaluating on-site food service operations and personnel
3. Knowledge of latest technology in food production and use of computers in food service operations and management

REPORTS TO: Director IV - Food Services

JOB GOAL: To assist Director IV in providing ongoing regular supervision and evaluation of food service office and school site food service programs and coordinating school site activities of food service program within framework of nutritional and educational goals of district

PERFORMANCE RESPONSIBILITIES:

1. Under direction of Director IV, supervises Food Service office staff
2. Writes menus; manages catering and special functions
3. Confers with principals and food service managers in meeting district nutritional, operational and educational goals at school site
4. Maintains schedules of on-site supervisory visits and observes: food preparation, serving and clean-up; handling and storage of food, equipment and supplies; preparation and storage of required forms and records; personnel management, including training, work scheduling, supervision and staff relationships; student acceptance of meals and conduct during meal periods; safety and sanitation practices
5. Consults with, directs and provides inservice training for food service managers within established policies and procedures
6. Audits minimum requirement worksheets, inventories and work schedules at school sites
7. Provides safety inservice during school site visits
8. Assists in food service personnel interviews, conferences and managers' meetings as needed
9. Assists in evaluating performance of food service personnel through interviews, inservice training, observation and documentation within established policies and procedures
10. Reviews and updates records of food service personnel on file in department of food service
11. Performs special assignments as designated, including food service worker inservice training, checking food, equipment and supply inventories, recipe testing and revisions, taste testing, nutrition education projects and additional personnel training prescribed by Director IV
12. Consults and assists Director IV in coordination and direction of food service office staff work by providing regular input in: establishment of delivery schedules; designing, updating and preparation of special order forms and computerized procedures for food service managers and food service office to use in facilitating weekly and/or monthly ordering, purchasing and receiving of various food, supply and equipment items on quotations or bid; evaluation of food service office management

- procedures and recommendations for changes and additions for such procedures; evaluation of acceptability, frequency distribution and production parameters of menu items
13. Composes letters and memoranda
 14. In absence of Director IV, makes decisions requiring immediate action in areas such as menu changes, food deliveries, work scheduling and emergencies over and above routine established procedures; recognizes limits of authority and consults Assistant Superintendent - Administrative Services when appropriate
 15. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 26

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable