

## REGIONAL FOOD SERVICES MANAGER

### DEFINITION

Plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District, and participates in Districtwide menu development and food program activities.

### TYPICAL DUTIES

Plans, directs, and supervises all food services activities within a Local District including operational, training, human resources, and finance; and participates in Districtwide menu development activities; advises the Deputy Director or Director of Food Services of unusual trends or problems and recommend appropriate corrective action.

Assists in administering the regional budget related to food services funds by analyzing and correcting financial reports, controlling costs and increasing participation.

Visits cafeterias and other food service facilities to observe and evaluate food services personnel and procedures, develop and recommend improved methods of food preparation and service, and maintain direct contact with site staff regarding compliance and control matters.

Manages and participates in the administration of applicable collective bargaining agreements, employee performance evaluations, and discipline and grievance procedures.

Proactively responds to and resolves food service problems that may involve meetings with public officials, parents, community groups, principals, and Local District administrators.

Assures compliance with federal, State, and local laws; policies and procedures of the Food Services Division; and best business practices pertaining to food service operations, staffing, inventory control, student participation, facility design, and financial management.

Participates in the development of Food Services Division policies and procedures and the establishment of best business practices.

Analyzes financial management data for all food service programs and recommends strategies to increase meal participation and cost efficiency.

Coordinates the implementation of new and special feeding programs.

Plans and supervises the deployment of personnel, equipment, and use of facilities for greatest efficiency and cost effectiveness.

Provides supervision over personnel management activities such as assignments, performance evaluations, and disciplinary actions.

Analyzes data from cafeteria operations reports and makes recommendations for changes in participation, staffing, inventory management, record keeping, equipment requirements, and other operational needs.

Conducts and attends meetings of cafeteria personnel, student groups, vendors, school administrators, community representatives, and the general public to impart and obtain information pertaining to food service operations.

Reviews and approves the ordering of cafeteria supplies and equipment by subordinates.

Visits cafeterias and other food service facilities to observe and evaluate food services personnel and procedures, develop and recommend improved methods of food preparation and service, and maintain direct contact with site staff regarding compliance and control matters.

Assists in the determination of equipment standards and specifications and makes recommendations for cafeteria alterations and improvement work.

May assist in special projects, such as product development and market research, vendor selection, menu planning, program implementation and technology updates.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Regional Food Services Manager plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District, and participates in Districtwide menu development activities.

The Deputy Director of Food Services assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of the Field Operations Section and Food Production Section; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the branch.

The Director of Food Services is the administrative head of the Food Services Division.

An Area Food Services Supervisor provides general supervision to Food Service Managers and their staff in the administration of food service programs in schools within an assigned area.

## SUPERVISION

General direction is received from a Deputy Director or Director of Food Services. Supervision is exercised over a staff of Area Food Services Supervisors, Nutrition Specialists, Human Resources Representatives, and Food Services Staff Aides.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current laws, rules, and regulations governing the District's child nutrition programs
- Quantity food preparation and price and portion controls
- Budget practices and procedures and cost analysis techniques
- Training methods for food services employees
- Principles of management and supervision
- Fundamentals of nutrition
- Food ordering and storage
- Inventory and record-keeping procedures
- Correct utilization of food service equipment
- Labor relations policies and procedures, performance evaluations, grievances, employee discipline, and training
- Efficient labor utilization methods and procedures
- Food handling, safety, and sanitation standards and techniques in accordance with the Hazardous Analysis Critical Control Point (HACCP) principles
- District personnel rules, regulations, practices, and policies

### Ability to:

- Provide general supervision and over operational, training, human resources, and menu development activities
- Direct and supervise a variety of food services staff including Area Food Services Supervisors, Nutrition Specialists, Human Resources Representatives, and Food Services Staff Aides; including hiring, training, performance evaluations, and making recommendations for disciplinary actions
- Understand and explain complex rules and procedures
- Analyze financial data and cafeteria operations, determine inefficiencies and inconsistencies, and recommend improvements to increase operational efficiency and effectiveness
- Prepare various reports
- Demonstrate proper cooking and food serving techniques
- Devise methods for the most efficient use of cafeteria food service equipment

Use tact and diplomacy in dealing with sensitive situations  
Work effectively with all levels of District personnel, employee and community representatives, vendors, students, and labor union representatives  
Operate a computer including proficiency in word processing and spreadsheets

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in food service management, business administration, public administration, or a related field, preferably supplemented by 30 semester units or equivalent quarter units of college courses, or adult courses (1 adult course = 3 semester units), or a combination of college and adult courses in food services, hotel, and restaurant management, food science, nutrition, sanitation, or other closely related classes.

### Experience:

Three years of experience in the management or supervision of a multiple-unit food service operation, with responsibility for recommending program changes and improvements for operational efficiency and effectiveness.

### Special:

A current ServSafe Food Protection Manager Certificate issued by the National Restaurant Association or equivalent certificate.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

Management class.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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