

DIRECTOR, FOOD SERVICESGENERAL RESPONSIBILITIES

Under the direction of the Assistant Superintendent, Business Services, plan, organize, and supervise the food service operations of the District; and perform related duties as assigned.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, and supervise the District food service activities.
2. Plan menus for cafeterias and vending distribution with respect to the use of the U.S.D.A.
3. Review and approve requisitions made by Food Service staff members.
4. Determine needs for supplies and equipment.
5. Develop and establish operating procedures for school food service units.
6. Develop and improve procedures for cooking, food handling, and storage.
7. Oversee the observance of health and sanitation principles of food service operations.
8. Review quality of food served.
9. Interview, select, assign, and evaluate food service staff members.
10. Determine specifications for purchase of foods and supplies.
11. Establish prices for food products sold.
12. Keep records of food, labor, operations, and income received.
13. Supervise the inventory of foods sold.
14. Prepare annual food service budget requests.
15. Plan food service layout for new plant facilities; recommend types of facilities and equipment.
16. Develop food processing contracts for production of the U.S.D.A. commodities.
17. Develop contracts.
18. Prepare cost analyses of prepared foods.

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19. Accomplish other duties as assigned by the supervisor.