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<b>Position:</b>	Director, Campus Catering	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Campus Catering	<b>Salary Grade:</b>	53
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Business Services	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Plans, directs, manages, and oversees the activities and operations of the District Campus Catering program including ensuring cost effectiveness and compliance with District, State, and Federal requirements regarding nutrition, sanitation, safety, and record keeping. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the Assistant Superintendent for Business.

**DISTINGUISHING CAREER FEATURES**

Executive level position with full operational responsibility for Campus Catering. Responsible for planning, evaluating and initiating programs to meet current and future District needs in Campus Catering. The position ensures the efficient and cost effective delivery of Campus Catering that complies with State and Federal programs to include: purchasing, budget preparation, hiring and firing staff and overseeing supervision of Campus Catering positions. Positions at this level are required to develop and maintain program procedures, department systems and efficient work standards. Has full budgetary responsibility. Maintains cooperation, understanding, trust and credibility. Work is performed in a “fluid” environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes full management responsibility for all District Campus Catering program services and activities; recommends and administers policies and procedures.
- Manages the development and implementation of District Campus Catering program goals, objectives, policies, and priorities for each assigned service area. Resolves problems involving food standards, labor costs, proper use of equipment and serving schedule. Establishes, within District policy, appropriate service and staffing levels. Allocates resources accordingly.
- Selects, trains, motivates, and evaluates District Campus Catering program personnel. Provides or coordinates staff training. Plans and directs in-service workshops and training programs for Campus Catering personnel. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Plans, directs and coordinates, through subordinate level managers and supervisors, the District Campus Catering program’s work plan. Meets with management and supervisory staff to identify and resolve problems. Assigns projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the District Campus Catering program budget. Directs the forecast of additional funds needed for staffing, equipment, materials,

and supplies. Directs the monitoring of and approves expenditures. Directs the preparation of and implement budgetary adjustments as necessary.

- Coordinates District Campus Catering program activities with those of other departments and outside agencies and organizations. Provides staff assistance to the Assistant Superintendent for business. Prepares and presents staff reports and other necessary correspondence.
- Conducts on-site visitations on a regular basis to coordinate and review Campus Catering operations, analyzing effectiveness, assuring compliance with laws and regulations, and observing safety and sanitation procedures. Provides assistance to Campus Catering Supervisors to resolve problems.
- Plans the District master menu. Plans meals to assure nutritional adequacy and dietary balance. Prepares monthly menu production sheets for distribution to Campus Catering Supervisors, assuring compliance with regulations and requirements including National School Lunch Program.
- Assures the maintenance of all Campus Catering equipment. Schedules repairs of equipment through district or outside sources.
- Assists in selection of new equipment. Prepares specifications for the purchase of food supplies and equipment. Reviews bids, make purchases and recommendations as appropriate.
- Designs, plans and implements improved procedures in cooking and food handling.
- Directs the distribution of foods received from subsidy programs and schedule use. Confers with representatives of governmental agencies as needed.
- Audits and verifies free and reduced-price meal application records. Trains personnel to take and approve applications according to federal regulations.
- Reviews time sheets, financial statements, operating reports, inventory and costs control records.
- Plans, schedules and coordinates special events which utilize cafeteria facilities. Computes costs of labor, supplies and food. Assigns personnel.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of Campus Catering. Serves as the District representative at Campus Catering conferences and conventions.
- Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Working knowledge of operational characteristics, services and activities of a comprehensive school district Campus Catering program. Requires knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Knowledge of modern and complex principles and practices of program development and administration. Requires knowledge of advanced principles and practices of budget preparation and administration, principles of supervision, training and performance evaluation. Must know 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. Requires knowledge of meal production planning and scheduling. Working knowledge of the principles of quantity food preparation and food merchandising. Must know and understand the nutritional and operational requirements of the National

School Lunch Program and related federal and state regulations, including the evaluation of applications for free and reduced priced meals for needy students. Must possess knowledge of the procedures used in ordering, receiving, storing and inventorying food and supplies.

**Abilities:** Must be able to plan, organize, direct and coordinate the work of management, supervisory, and technical personnel; delegate authority and responsibility. Must be able to select, supervise, train and evaluate staff. Requires the ability to provide administrative and professional leadership and direction for the District Campus Catering program. Must be able to develop, implement and administer goals, objectives, and procedures for providing effective and efficient District Campus Catering Program services. Position requires ability to prepare and administer large and complex budgets, allocating limited resources in a cost-effective manner. Requires the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Must be able to research, analyze, and evaluate new service delivery methods, procedures and techniques and prepare clear and concise reports. Requires the ability to plan well balanced, nutritional and appetizing menus within a fixed budget. Must be able to buy large quantities of food economically, make arithmetic calculations with speed and accuracy. Must be able to interpret and apply Federal, State and local policies, procedures, laws and regulations. Requires the ability to communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or trade school with major course work in business administration, cafeteria management, dietetics or related field.

**Experience:** Five years increasingly responsible experience in food service supervision or in institutional management involving planning and preparation of food in large quantity.

**Licenses and Certificates:** Possession of an appropriate, valid California Driver's License.