



## **EL TEJON UNIFIED SCHOOL DISTRICT**

**Sara Haflich**

District Superintendent

### **CLASSIFIED JOB OPENING**

<b>POSITION:</b>	Food Services Director 8 hrs. per day/11 mo. per year
<b>LOCATION:</b>	District
<b>SALARY RANGE:</b>	\$4,160.00 to \$4,343.56 per month Plus Benefit Package
<b>SELECTION PROCESS:</b>	Qualifications and suitability for the position will be assessed in an oral interview.
<b>APPLICATION PROCEDURE:</b>	Interested personnel should submit a letter of interest to Sara Haflich by Friday, September 27, 2019.
<b>PRE-EMPLOYMENT PHYSICAL EXAMINATION:</b>	Your appointment is not assured until you have passed this physical.

# El Tejon Unified School District

## FOOD SERVICES DIRECTOR Job Description

### JOB SUMMARY

Under direct supervision of the Business Manager, has responsible charge of the cafeteria; prepare, cook and serve meals; and perform other work as assigned.

### REQUIRED QUALIFICATIONS

#### Knowledge of:

Proper methods of preparing, cooking and serving foods and the problems involved in managing a cafeteria.

#### Ability to:

Prepare food fitted to the needs of children;  
Requisition proper amounts of food;  
Work with, instruct, and supervise personnel;  
Operate common mechanical appliances found in a cafeteria;  
Handle money and keep simple records;  
Follow oral and written directions;  
Plan inservice training.

#### Experience and Education

High School Graduate with training or coursework in food service management.

One year of full-time, paid experience in the preparation of serving foodstuff in a cafeteria or restaurant or the equivalent.

License: Possession of a valid California Drivers License

### ESSENTIAL FUNCTIONS OF THIS POSITION

1. Plans, organizes and directs the operation of the cafeteria-preparing, cooking and serving meals to pupils and teachers;
2. Prepares weekly menu;
3. Requisitions and checks bills on appropriate quantity and quality of foodstuffs;
4. Helps cook meals;
5. Supervises and helps with the cleaning of the kitchen, kitchen equipment and eating utensils;
6. Receives, balances and records cash;
7. Makes oral and written cash reports;
8. Opens and closes cafeteria;
9. Outlines daily duties and work schedules of kitchen staff;
10. Assists in arranging proper storage of food and supplies;
11. Assists and instructs new personnel in methods or procedures of tasks assigned;
12. Works with custodial and maintenance staffs in the maintenance of the kitchen and equipment;
13. Sets standards of sanitation that will pass County Health Department inspections;
14. Maintain the confidentiality of school-related matters;
15. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 3 a. Ability to work at desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, push and pull.
- 4 g. Ability to stir
- 2 h. Ability to lift 50 lbs.
- 2 i. Ability to carry 40 lbs.
- 4 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.