

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR – FOOD SERVICE**

SALARY TABLE: **30**

SALARY RANGE: **149**

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations; coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations; establish and maintain related time lines and priorities; assure food service functions comply with established safety, health, sanitation and other applicable laws, codes, rules, regulations, policies and procedures.

Coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of related issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; coordinate and oversee the work of hourly employees.

Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; review and evaluate sales and labor reports; oversee the development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness, profitability and operational efficiency of the Food Services department.

Plan, organize and direct food service cashiering and accounting functions; assure proper and accurate collection and accounting of monies; review and verify accuracy of receipts and transactions; assure proper identification and resolution of related discrepancies; oversee and verify bank deposits; establish, maintain and direct activities to meet fiscal goals.

Assure adequate resources and personnel to meet College food service needs; initiate recruitment activities as needed; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; direct daily and periodic inventories; coordinate purchasing activities with vendors and other outside agencies.

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Plan, organize, control and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; implement safety and sanitation procedures; inspect and review food preparation and serving areas to assure appropriate health, safety and sanitation standards and procedures are maintained.

Develop and implement menus and related standards for quantity and quality of foods for campus food service facilities; monitor, evaluate and adjust menus in response to sales and cost-effectiveness; direct catering functions for special events as needed; direct and monitor activities to assure compliance with food quality, recipe and portion control standards and requirements.

Direct and participate in the preparation and maintenance of various records, reports and files related to inventory, sales, staff, budgets, financial activity and assigned duties; oversee and participate in the preparation and distribution of various forms, correspondence and other materials.

Develop and prepare the annual preliminary budget for the Food Service department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Communicate with students, personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; assure proper and timely resolution of customer service issues and conflicts.

Provide technical information and assistance to the Vice President-Business Services regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate standard food service and office equipment; arrange for equipment and facility maintenance and repairs as needed; utilize a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; coordinate and conduct training and staff development activities to assure employee understanding of food service standards and requirements.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.

Methods, practices and procedures of quantity food preparation, cooking and serving functions.

Methods of adjusting and extending recipes and proper substitutions.

Sanitation and safety practices related to preparing, handling and serving food.

Principles, theories and practices of nutrition, food values, food combinations, economical substitutions and menu planning.

Inventory practices and procedures including storage and rotation of perishable food.

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Food service and commodity purchasing and procurement principles, practices and procedures.
Quality and portion control techniques.
Culinary terminology, techniques, equipment and materials used in food service operations.
Applicable laws, codes, rules, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
College food service organization, operations, policies and objectives.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Mathematic calculations.

ABILITY TO:

Plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.
Coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Monitor, evaluate and modify policies, procedures and activities to enhance the financial effectiveness, profitability and operational efficiency of the Food Services department.
Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies to meet campus needs.
Develop and implement menus and related standards for quantity and quality of foods.
Assure proper and timely resolution of food service issues, conflicts and discrepancies.
Plan, organize, direct and assure accuracy of food service cashiering and accounting functions.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition, dietetics or related field and five years increasingly responsible experience in quantity food preparation and service operations including menu development duties and two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Serv-Safe Certificate.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.