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| | Administrative (Classified Administrator) |
| Reports to: Vice President of Administrative Services or assigned administrator | Salary Range: |

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates the operations of the District food services, vending, and catering operations including the oversight and supervision of various food services sites, menu preparation and pricing, and ensuring health, safety, and sanitation compliance; implements operational procedures designed to ensure a cost-effective and beneficial operation; serves as a resource to District personnel regarding food services; works closely with other campus commercial vendors such as the campus bookstore and independently operated food services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Administrative Services or assigned administrator. Exercises direct and general direction over assigned support staff and student workers.

CLASS CHARACTERISTICS

This is a management classification that oversees, coordinates, and participates in the operations and activities for food services for the District. The incumbent organizes and oversees day-to-day activities and is responsible for providing support to the Vice President of Administrative Services. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

Plans, coordinates, organizes, monitors, and evaluates the District’s food services and activities, including menu preparation and pricing, vending operations, catering, and food service areas.

Assists in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within unit policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Selects, trains, motivates, and directs unit personnel; evaluates and reviews work for acceptability and conformance with unit standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Manages and participates in the development and administration of the unit’s annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.

Maintains inventories for all food service sites, including culinary kitchens in the student food service areas, and any snack bars, coffee bars, sandwich shops, and catering services; conducts product

sampling, cost studies and other tests, and analyzes market reports and forecasts for the purpose of purchasing food and supplies; prepares specifications and purchases cafeteria equipment.

Develops recipes and selects and plans menus; arranges for preparation and serving of meals for special occasions.

Maintains health, safety, and sanitation levels of all food operations including all kitchen functions, dining rooms, food storage, and service areas; inspects the premises for health, safety and sanitation

Develop, implement, and evaluate programs and services.
Utilize data and assessment outcomes to make improvements for programs and services.
Inspire and motivate others toward goal achievement.
Counsel, direct and facilitate professional development of employees.
Develop and monitor budgets and effectively utilize resources.
Effectively manage priorities in large, complex, and diverse operational units.
Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
Recruit, select, supervise, and evaluate employees.
Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
Plan menus affording a varied and properly balanced diet.
Estimate quantities needed; order correct amounts for economical food service.
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
Establish and maintain a variety of filing, record keeping, and tracking systems.
Operate and maintain a safe and sanitary food service operation.

upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.