

BOARD MEETING – JUNE 28, 2006
JOB DESCRIPTIONS

SUMMARY

SCHOOL FOOD SERVICE

- A) Manager – School Food Service Operations
- Establish new job classification, Manager – School Food Service Operations, and assign to Salary Level 4 on the Administrative/Supervisory Salary Schedule.
 - **Assists the Director in program planning and in the budgeting and accounting for food service operations to include strategic plans, mid-year and annual reports, the annual time task calendar and the overall organizational plan.**
 - Delete one (1) vacant School Food Service Assistant Director position.
 - FY07 fiscal impact of \$7,400, including benefits, to be funded from existing School Food Service budget.
- B) Coordinator – School Food Service Field
- Establish new job classification, Coordinator - School Food Service Field, and assign to Salary Level 16 on the Miscellaneous Salary Schedule.
 - **Conducts on-site reviews to monitor policies covering all phases of the District food service program including, but not limited to, meal count and claiming system, expenditures and revenues, sanitation and competitive food rules.**
 - Reclassify nine (9) Food Service Field Managers, currently assigned to Salary Level 15 on the Miscellaneous Salary Schedule.
 - FY07 fiscal impact of \$68,994, including benefits, to be funded from existing School Food Service budget.
- C) Analyst – School Food Service
- Establish new job classification, Analyst – School Food Service, and assign to Salary Level 13 on the Miscellaneous Salary Schedule.
 - **Performs statistical analyses and generates reports related to School Food Service.**
 - FY07 fiscal impact of \$3,825, including benefits, to be funded from existing School Food Service budget.
- D) Analyst – School Food Service Senior
- Establish new job classification, Analyst – School Food Service Senior, and assign to Salary Level 16 on the Miscellaneous Salary Schedule.
 - **Assists the Director with planning, implementing and supporting of Food Service related procedures that aid in increasing the efficiency and/or effectiveness of the National School Lunch and Breakfast Programs.**
 - No FY07 fiscal impact.
- E) Coordinator – School Food Service Technical Support
- Establish new job classification, Coordinator – School Food Service Technical Support, and assign to Salary Level 16 on the Miscellaneous Salary Schedule.
 - **Provides technical support to all School Food Service managers and office staff in the areas of mainframe applications, mainframe connectivity, WinSNAP, domain access, Microsoft Office, Omniform, hardware and other departmental or District programs or activities.**
 - Reclassify one (1) Food Service Field Manager, currently assigned to Salary Level 15 on the Miscellaneous Salary Schedule.
 - FY07 fiscal impact of \$3,911, including benefits, to be funded from existing School Food Service budget.

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SUMMARY
(continued)

- F) Coordinator – School Food Service Free and Reduced
- Establish new job classification, Coordinator – School Food Service Free and Reduced, and assign to Salary Level 15 on the Miscellaneous Salary Schedule.
 - **Maintains responsibility for document preparation, scanning, validation and filing of all free and reduced applications.**
 - Reclassify one (1) Food Service Manager, currently assigned to Salary Level 13 on the Miscellaneous Salary Schedule.
 - FY07 fiscal impact of \$3,292, including benefits, to be funded from existing School Food Service budget.

DIVERSITY IN BUSINESS PRACTICES

- G) Analyst – Business Compliance/Outreach
- Establish new job classification, Analyst – Business Compliance/Outreach, and assign to Salary Level 15 on the Miscellaneous Salary Schedule.
 - **Establishes internal and external matchmaking opportunities for vendors properly certified to do business with the District.**
 - Fiscal impact of \$50,361, including benefits, from FY07 existing capital budget.

**BOARD MEETING – JUNE 28, 2006
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

SCHOOL FOOD SERVICE

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Manager – SFS Operations	N	By restructuring the utilization of human resources, SFS will be able to continue to provide healthy nutritious meals to students in a cost effective manner. These positions will not only support School Food Service Managers, but they will act as a liaison and a resource for principals, teachers, and staff.
B	Coordinator – SFS Field	N, R	
C	Analyst – SFS	N	
D	Analyst – SFS Senior	N	
E	Coordinator – SFS Technical Support	N, R	
F	Coordinator – Free and Reduced	N, R	

DIVERSITY IN BUSINESS PRACTICES

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
G	Analyst – Business Compliance/Outreach	N	This position is responsible for the development of policy and programmatic procedures related to the selection of M/WBE-certified vendors, consultants and contractors who deliver goods and services to the students.

***ACTION CODES:**

J – Job Description Revision
N – New Job Description
R – Reclassification