



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATED POSTED: JULY 11, 2019

FOOD SERVICE MANAGER I **Open and Promotional** **(Part-time)**

SALARY: Minimum of \$17.07 to a maximum of \$20.76 per hour. The salary rate is based on the 2019-2020 salary schedule for classified unit members. This is a five-step salary schedule.

POSITION: Under the direction of the Director of Food Services, plan, organize, supervise and participate in food service operation at an assigned elementary school kitchen or high school satellite kitchen; assure compliance with established safety and sanitation rules and regulations; train, assign duties of assigned personnel. Assure the preparation, serving and storage of breakfast and lunch foods in accordance with established guidelines and procedures. Supervise the preparation and service of meals to students, teachers and other staff; participate in food serving and preparation of main entrees; and assure compliance with serving size requirements. Train and provide input in the performance of assigned staff; prepare work schedules and assign duties for assigned personnel; provide input on discipline and other personnel related matters as directed by the Director of Food Service; maintain payroll records according to assigned procedures. Prepare and maintain variety of reports and records including menus, count sheets, free and reduced lists, inventory, requisitions, payroll daily reports, bank deposits and others. Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits and others. Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served. Process meal applications and issue meal cards in accordance with established guidelines and procedures; maintain compliance with processing and handling of confidential free and reduced meal applications.

QUALIFICATIONS: **Education/Experience:** Any combination equivalent to: graduation from high school and three years increasingly responsible experience in quantity food preparation. **Knowledge/Abilities:** The successful candidate will have the knowledge of the operations of an elementary school kitchen or high school satellite kitchen; nutritional requirements of school-aged children; principles and methods of computing food quantities required by weekly or monthly menus; and principles and practices of supervision and training. The ability to operate standard cafeteria equipment and appliances; train, lead and assist in the evaluating of assigned staff; and maintain records and prepare reports. **Licenses: Must possess a Food Safety Certificate.**

EXAMINATION: **Examination Weights: Written = Qualifying (Pass Point = 70% Oral Examination = 100%**

APPLICATION: District application may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the require application. All employment offers are conditional, based upon the successful completion of the following: Fingerprint/background clearance, drug screening, and a test for tuberculosis by a district approved physician.**

CLOSING DATE: Applications will be accepted on a continual basis.

TEST DATE: To be determined

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the position is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.