

## APPLICATION PROCEDURE

All application materials must be received by:

Grossmont Union High School District  
Human Resources  
P. O. Box 1043  
La Mesa, CA 91944-1043

**Application Deadline:  
4:00 p.m., October 19, 2007**

These application materials will include:

- A letter of intent specifying the reason(s) why candidate has applied for the position and why he/she feels qualified to hold the position.
- A District classified application or a District management application (if applicant is certificated). Applications may be obtained from the Human Resources Department or at [www.guhsd.net](http://www.guhsd.net)
- A complete resume of work experience and training including membership in professional organizations, participation in community activities, and professional accomplishments.

## SELECTION PROCEDURE

The qualifications of each candidate will be evaluated by a management screening committee. Selected candidates will be invited to a personal interview. The interview may consist of oral presentations and oral responses to questions from selection committees, and may also consist of simulation situations/activities.

## SALARY AND BENEFITS

The annual salary range for the Director, Food Services, is \$78,730 to \$94,008 plus an excellent benefit package. This position represents a 223-day work year which includes 22 days vacation.

The District offers a comprehensive package of insurance benefits to employees that include major medical, vision, dental, long-term disability, and life insurance plans.

## MINIMUM TRAINING AND EXPERIENCE

A typical qualifying background would include: Any combination of education and experience equivalent to a Bachelor's Degree in business administration, public administration, education, or related field and eight years of progressively responsible experience in a similar-sized organization in the field of food services, four of which must have been in a management capacity.

## PREEMPLOYMENT REQUIREMENTS

Upon recommendation of employment, prospective employee will be required to pass a preemployment physical at District expense, fingerprint clearance, and provide a current verification of a negative T.B. test or x-ray.

GROSSMONT UNION HIGH SCHOOL DISTRICT  
P. O. Box 1043  
La Mesa, CA 91944-1043  
(619) 644-8026 FAX (619) 644-3537

### GOVERNING BOARD

Richard Hoy  
Jim Kelly  
Priscilla Schreiber  
Robert Shield  
Larry Urdahl

Donald G. Haught, Ed.D.  
Interim Superintendent

### An Equal Opportunity Employer

The Grossmont Union High School District does not discriminate on the basis of sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration, whether actual or perceived. This policy is in keeping with provisions of Title VII and Title IX amendments of the United States Code protecting persons against unlawful discrimination.

**Job Notice #07-M606  
Posting Date: September 19, 2007**

# GROSSMONT UNION HIGH SCHOOL DISTRICT

*Announces an Opening  
for*

## DIRECTOR FOOD SERVICES



**High School District**

COMMITTED TO EXCELLENCE  
S I N C E 1 9 2 0

**P.O. Box 1043**

**La Mesa, CA 91944-1043**

**(619) 644-8026**

**FAX (619) 644-3537**

## THE COMMUNITY

Grossmont Union High School District employees enjoy the friendliness of small communities plus the convenience and opportunities of living in a large metropolitan area. The San Diego East County communities of La Mesa, Lemon Grove, Spring Valley, El Cajon, Santee, Lakeside, and Alpine offer housing of all sizes, types, and price ranges. Each community has its own business district and shopping centers. Churches, synagogues, fine schools, modern hospitals and clinics, and community libraries further enhance the quality of life in East County.

## RECREATION

Mild climate allows 12 months of outdoor fun in San Diego County. Available are beaches, deserts, the Laguna Mountains, and Mexico. Balboa Park with its world-famous zoo, Sea World Aquatic Park, and Old Town Historic Park are some of the many popular attractions available in San Diego. The location of the District is in close proximity to the Pacific Ocean, Mexico, and the Laguna Mountain area. All of these areas are approximately a 30- to 40-minute drive from the District office. There are many recreational facilities for golfing, waterskiing, boating, and fresh-water and deep-sea fishing. The sports fan can enjoy major league baseball at Downtown's Petco Park and football at Qualcomm Stadium.

## CULTURAL AND EDUCATIONAL OPPORTUNITIES

In addition to cultural programs sponsored by Grossmont Community College and the Performing Arts Center in El Cajon, there are classes and exhibits at Balboa Park's art galleries and museums, exhibits at the Scripps Institute of Oceanography, San Diego Symphony Orchestra concerts, San Diego Opera presentations, outstanding theater groups including Old Globe and Civic Theater, and historic sites such as San Diego Mission, Presidio, Old Town, and the Cabrillo National Monument. San Diego has six major colleges and universities which provide postgraduate level courses in all academic areas.

## THE GROSSMONT UNION HIGH SCHOOL DISTRICT

The Grossmont Union High School District is a suburban high school district encompassing 470 square miles in the eastern portion of San Diego County. Major cities located in the District's attendance area are El Cajon, La Mesa, Lemon Grove, and Santee, and the unincorporated areas of Spring Valley, Alpine, Lakeside, Dulzura and Jamul.

There are approximately 22,145 students attending the District's nine comprehensive high schools, two charter schools, one continuation school, alternative and special education programs. The District also operates a very comprehensive adult school and Regional Occupational Program. Approximately 56 percent of the high school students are white and 44 percent come from Latino, African-American, Asian, Filipino, Pacific Islander, and Native American backgrounds. The approximately 2000 full-time employees in the District, combined with hundreds of hourly employees, make the District the largest employer in East County. The schools located in the Grossmont District are Grossmont, Helix, El Cajon Valley, Mount Miguel, El Capitan, Granite Hills, Monte Vista, Santana, Valhalla, West Hills, and Steele Canyon High Schools and Alternative Education Programs such as Chaparral High School, Gateway, Middle College High School and Phoenix Programs.

The Grossmont District provides a quality educational program for its students and has a reputation for excellence throughout the state. The District continues to modify and improve its instructional program to meet the needs of the students it serves. Teacher collaboration through Professional Learning Communities, increased opportunities for students in career/technical programs, comprehensive intervention programs for at-risk students, and expanded community partnerships are but a few of the programs that are benefiting our students. Last year, every comprehensive high school in the District showed positive growth in its individual API score and met requirements for AYP.

## THE POSITION

The candidate for this position will be evaluated on his/her ability to perform successfully as the Director, Food Services. Under the direction of the Deputy Superintendent of Business Services, the Director, Food Services has the following major responsibilities, but not limited to:

- Plans, organizes, and directs the food services organization to ensure efficient and effective delivery of food services Districtwide, and to ensure viability of enterprise fund.
- Provides training for food service supervisors in cooking, baking, assembling, and serving methods, techniques, and procedures; provides training relating to all aspects of food preparation, assembly and service.
- Manages food service supervisors and staff, ensuring smooth and effective hiring and training of employees.
- Reviews, evaluates, and provides feedback with regard to the extent to which the work of food services supervisors meets requirements.
- Supervises and approves orders for foods, supplies, and equipment to ensure optimum quality and cost control.
- Inspects and supervises the inspection of food for quality and the cafeterias for cleanliness and operational efficiency.
- Directs, monitors, and controls the preparation of "Type A" lunch menus, ensuring proper dietary balance and nutritional adequacy.
- Ensures that subsidy program foods are properly received, stored, inventoried, and distributed in an accurate and timely manner.
- Develops, monitors, and maintains Food Services Department annual budget, and maintains records for required reports.
- Complies with applicable state, local, and federal rules, regulations, and laws as well as the policies and procedures of the District.