

SCHOOL FOOD SERVICE DIRECTOR 1

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for the fiscal and nutritional operations in a school district with an enrollment of 2,499 or fewer students and serves as the school district's designee for this function to the New York State Education Department. The incumbent plans, directs and administers school food service programs while carrying out policies and establishing procedures for the efficient and economical operation of school food service programs. Work is performed under the direction of a school district administrator with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of subordinate school lunch program personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs the operation of the school breakfast and lunch programs for all schools in the district in accordance with State and federal guidelines;

Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of school food service programs and carries out the established policies;

Coordinates the purchase of foods, supplies and equipment;

Selects, trains and supervises school lunch personnel, determines staff assignments and evaluates work performance and when necessary makes recommendations regarding discipline and dismissal;

Directs the preparation of the school food service program budget for current and long-range expenditures and advises the administration of capital outlay for equipment;

Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations;

Establishes budget control and accounting procedures and maintains and/or supervises the maintenance of financial records;

Designs and or implements ongoing training programs for students on issues relating to the effective operation of the district's food service program;

Ensures staff completes necessary continuing education requirements;

Prepares and analyzes reports relating to school lunch program activities;

Consults with architects and builders on layouts for alteration or construction of school foodservice kitchens and dining rooms;

Consults with staff, students and community agencies to provide better understanding and more efficient operation of the program(s);

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops a safety program for the use of cafeteria facilities and equipment and implements a continuous program of inspection to insure the elimination of hazardous conditions in the cafeteria areas;

May maintain employee time records;

May research, file and monitor grant applications/grants designed to improve food service operations;

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of managing a school food service program including program planning, budget preparation and control and purchasing; Thorough knowledge of large scale food preparation and menu planning; Thorough knowledge of sanitary food handling and storage; Good knowledge of the selection, purchasing and care of equipment; Good knowledge of institution administration in the areas of safety, personnel selection and training; Good knowledge of fundamentals of nutrition as they apply to a school food service program; Ability to plan, assign and supervise the work of subordinates; Ability to develop and direct effective training programs; Ability to express ideas clearly, to prepare reports and keep records pertaining to a school food service program; Ability to develop and maintain good personnel and community relations; Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; Ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; tact; courtesy; good judgment; reliability; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (a) Bachelor's degree* or satisfactory completion of 120 credits* toward a degree in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or related field; OR
- (b) Bachelor's degree* and a NYS certification as a dietician or nutritionist in New York State pursuant to Article 157 of NYS Education Law; OR
- (c) Bachelor's degree* and one (1) year of work experience in a child nutrition program such as the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Care Food Program where the candidate would have gained familiarity with the USDA's school nutrition program; OR
- (d) Associate's degree* or satisfactory completion of 60 college credits* toward a degree in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a closely related field and two (2) years of work experience as described in (c); OR

(e) High school diploma or its equivalent and five (5) years of relevant work experience as described in (c).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT: Candidates must complete **12 hours** of food safety training not more than five years prior to their appointment date, or within 30 days of their appointment date, and on an annual basis thereafter. This is in accordance with The Professional Standards for State and Local Nutrition Program Personnel are required by the federal Healthy, Hunger Free Kids Act of 2010 and corresponding rules which became effective on July 1, 2015. The appointing authority is responsible for verifying and ensuring that the candidate meets these continuing education/training requirements at time of appointment and throughout the course of their employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.