

SCHOOL LUNCH DIRECTOR

GENERAL STATEMENT OF DUTIES: Administers, directs and plans the school lunch program in a large school district serving type A and a la carte meals, to children and adults; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving responsibility for directing the activities of a large school lunch program. Work is performed under the direction of a school district administrator and involves carrying out policies and establishing procedures for the effective operation of the program. Supervision is exercised over the work of several school lunch managers and/or Cook-Managers, and/or Cooks, and other school lunch personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs the operation of the school lunch program for all schools in the district;

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

Coordinates the purchase of foods, supplies and equipment;

Directs the preparation of the school lunch program budget for current and long range expenditures and advises the administration on capital outlay for equipment;

Selects school lunch personnel and is responsible for supervising and evaluating work performance;

Plans and directs employee training;

Establishes accounting procedures and maintains records necessary for sound financial control;

Prepares and analyzes reports relating to school lunch program activities;

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

Consults with individuals and groups in the school and community and provides information which will contribute to a better understanding of the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the fundamentals of nutrition and its application to the health of children; thorough knowledge of all phases of the school lunch program; thorough knowledge of institutional administration including purchasing, sanitation, safety, equipment selection and operation; thorough knowledge of office management, personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training, supervisory techniques, personnel relations and community relations; ability to express ideas clearly and to write reports effectively; initiative; neat personal appearance; tact; good judgment; courtesy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: a) Possession of an associate degree in applied science issued after completion of a two-year course in a technical institute with specialization in institutional management, and six years of satisfactory experience in institutional management, hotel administration, restaurant management or in a school cafeteria involving large quantity food service; or (b) Graduation from a four year course from a college or university recognized by the University of the State of New York with specialization in foods, nutrition and institutional management, and two years of satisfactory experience in institutional management, hotel administration, restaurant management or in a school cafeteria involving large quantity food service; or (c) Graduation from high school and ten years of experience as indicated in (a) above; or (d) A satisfactory equivalent combination of the foregoing training and experience.

NOTE: One year of specialized training in a college or technical institute is equivalent to two years of experience in institutional management, hotel administration, restaurant management, or in school cafeteria.

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.