

Jurisdictional Class: Competitive  
Adopted: November 3, 2021

**ASSISTANT TO THE SCHOOL FOOD SERVICE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility of assisting the School Food Service Director with ensuring efficient daily operations of school district food programs overseen by the CVES (Champlain Valley Educational Services) Consortium. The incumbent provides supports through communication with and on behalf of school districts regarding matters such as purchasing, programming, compliance, and safety practices. Work is performed under general supervision by the School Food Service Director with leeway allowed for exercise of independent judgement in carrying out the details of the work. Supervision over the work of others is not normally a responsibility of an employee in this class, however the incumbent may provide coaching and feedback to district food service staff under as directed. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Facilitates school breakfast and lunch program planning by relaying school district inventory and other relevant information to the School Food Service Director;

Assists with coordinating the purchase of food, supplies, and equipment by collecting orders and discussing the needs of participating school districts with appropriate personnel;

Performs occasional on-site checks of school district food, supply, and equipment orders to ensure accurate quantities and quality;

Visits participating school districts to communicate relevant information to school district personnel and to observe operations to ensure policies and procedures are being followed;

Assists the School Food Service Director in the collection of and accounting for cash receipts;

Creates and distributes communications (i.e. e-mails, social media postings, flyers) regarding food service related events and/or programs;

Identifies and reports potential safety concerns within participating school food service programs to appropriate supervisory staff, and assists with developing corrective actions;

Conducts a pre-review of school food service time sheets to ensure accuracy.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the fundamentals of nutrition and their application to the health of children;

Good knowledge of all phases of the school lunch program;

Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling, and storage;

Ability to establish and maintain positive working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to understand and carry out oral and written directions;

Sound judgement.

Assistant to the Food Service Director

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in food service, nutrition, institutional management, or closely related field; or
- (b) Five (5) years of experience in quantity food service.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a confidential, timely, and efficient manner.