

Jurisdictional Class: Competitive
Adopted: March 21, 2016

SCHOOL FOOD SERVICE DIRECTOR 1

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the fiscal and nutritional operations in a school district with a student 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. Immediate or general supervision is exercised over the work of other school lunch program personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, directs and supervises 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;

Receives, inspects, stores, and distributes supplies and maintains inventories and related records;

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;

Supervises the collection of and accounting for cash receipts;

Provides information to school staff, students, and community agencies which will promote increased interest in the program(s);

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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 to keep records pertaining to a school food service program;

Ability to develop and maintain good personnel relations with children and adults;

Ability to understand and carry out oral and written directions;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Bachelor's degree, or equivalent educational experience, with a major in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related fields; or
- (b) Bachelor's degree in any academic major and State recognized certificate for school nutrition directors (certified dietician or certified nutritionist in accordance with Article 157 of NYS Education Law); or
- (c) Bachelor's degree in any academic major and at least one (1) year of relevant school nutrition programs experience; or
- (d) Associates degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related fields and at least one (1) year of relevant school nutrition programs experience; or
- (e) High school diploma (or GED) and at least three (3) years of relevant experience in school nutrition programs.
- (f) An equivalent combination of education and experience as defined by the limits of (a) and (d) above.

NOTE: 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.

SPECIAL REQUIREMENT: Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date, or within thirty (30) days of their start date.

School Food Service Director 1

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.