

ASSISTANT SCHOOL FOOD SERVICE DIRECTOR II*

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for promoting, coordinating and disseminating information to parents, students and school food service personnel within a specific school district concerning the National School Lunch Program and School Breakfast Program regulations as well as New York State school foodservice program regulations and policies. This includes conducting informative meetings, developing training programs, administering free and reduced price school meal policy, assisting Director in monitoring existing procedures and generally functioning in a liaison capacity. General supervision is received from the School Food Service Director II with considerable latitude for independent action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes Youth Advisory Councils to solicit constructive ideas towards improving existing food service practices;
Serves in a liaison capacity between School Food Service Director II and students;
Conducts informative meetings with Youth Advisory Councils and parents to discuss changes in the school food service program;
Develops and, as necessary, conducts both formal and informal training programs for school personnel and Youth Advisory Councils;
Oversees and insures adherence to established program practices and procedures;
Implements, monitors and administers school policy regarding the sale and free distribution of breakfast and lunches;
Performs related duties, as directed, to insure maximum utilization of resources and to accomplish the objectives of the food service program;
Maintains pertinent files and records;
May assume the responsibilities of the School Food Service Director II in that individual's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and operating methods of school food service programs; good knowledge of New York State and federal school food service rules and regulations; working knowledge of management and supervisory techniques; ability to establish and maintain cooperative work relationships; ability to develop and conduct both formal and informal training programs; ability to organize youth advisory councils; ability to work with young people and with adults of all ages and ethnic backgrounds; ability to communicate clearly and effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of management experience in the planning, cooking and serving of food in a large public or institutional dining facility or in the administration of such services; or
2. Possession of an Associate's degree or higher and two (2) years of management experience in the planning, cooking and serving of food in a large public or institutional dining facility or in the administration of such services; or

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3. Possession of an Associate's degree or higher in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related field and one (1) year of management experience in the planning, cooking and serving of food in a large public or institutional dining facility or in the administration of such services.

*Retitled from Assistant School Lunch Director II