

SCHOOL FOOD SERVICE DIRECTOR II *

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 to 9,999 students and serves as the school district's designee for this function to the New York Education Department. The work involves responsibility for planning, directing and administering school foodservice programs while carrying out policies and establishing procedures for the efficient and economical operation of school foodservice programs. General direction is received from a school administrator with leeway allowed for the exercise of independent judgment. Direct and indirect supervision is exercised over a large number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 the school food service programs and carries out the established policies;

Coordinates the purchase of foods, supplies and equipment;

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;

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

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

Establishes budget control and internal accounting procedures and maintains records necessary for financial control;

Analyzes effectiveness of school lunch program and prepares reports;

Ensures staff completes necessary continuing education requirements;

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;

Consults with architects and builders on alterations or construction of school foodservice kitchens and serving facilities;

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

Prepares specifications, evaluates bids, recommends contract awards on food, supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 storage, menu planning, preparation and serving of food; thorough knowledge of sanitary techniques and procedures used in handling of food; thorough knowledge of modern cooking utensils, appliances and equipment; good knowledge of fundamentals of nutrition as they apply to a school food service program; good knowledge of

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the selection, purchasing and care of equipment; good knowledge of office management; good knowledge of principles of personnel selection and training; good knowledge of supervisory techniques; ability to establish and maintain cooperative relationships; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to devise and implement systems and procedures for accountability of food, supplies, equipment and money.

MINIMUM QUALIFICATIONS:

- 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; or
- c.) Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; or
- d.) Associate's 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 two years of relevant school nutrition programs experience.

Special Requirement: Candidates must complete 8 hours of food safety training not more than 5 years prior to their starting date, or within 30 days of their start date.

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.

Definitions:

Equivalent Educational Experience - (as referenced in options (a) and (d) above): means college credits completed by an individual who does not possess a bachelor's or an associate's degree. For example 60 college credits could be accepted as the equivalent of an associate's degree.

Related field - (as referenced in options (a) and (d) above): refers to other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors would include, but are not limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management. Colleges and universities may use different names for similar majors.

A State recognized certificate for school nutrition directors (as referenced in option (b) above): means a certified dietician or a certified nutritionist per article 157 of NYS Education Law.

Relevant experience in school nutrition programs – (as referenced in options (c) and (d) above): is experience specifically having worked in any child nutrition program in some capacity, but not necessarily in the food service director position. This includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Care Food Program. The experience is relevant/acceptable if it provides the applicant with familiarity of the USDA's school nutrition program.

*Retitled from School Lunch Director II