

## **SCHOOL LUNCH DIRECTOR**

Code No.: 5-19-001  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in a school district involving responsibility for directing the activities of the district's school lunch program. Work is performed under general direction of a higher level administrator and in accordance with the policies/regulations established by the Board of Education and Superintendent of Schools. The employee reports directly to, and works under the general supervision of, a school administrator or other higher level position. General supervision is exercised over school lunch program personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs all operations in school cafeterias including the maintenance of high food standards, sanitation and cleanliness;

Participates in administrative decision making as a management team member and represents the district school lunch program to others;

Coordinates the purchase of food, supplies and equipment including arranging for delivery and security, developing bid specifications and purchase orders, maintaining records, and recommending the purchase or replacement of equipment;

Develops the annual budget proposal and establishes and maintains budget control procedures;

Makes recommendations regarding the recruitment, employment, discipline and dismissal of employees and implements a system for supervising and educating personnel;

Implements an orientation program for new employees and an in-service education program for all personnel covering food preparation, equipment, maintenance and use and sanitation;

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

Supervises the preparation of reports and prepares the monthly income and expense reports;

Assists in negotiations with the various recognized units within the department by providing data and making recommendations;

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;

Writes news releases for publication concerning the activities of the school lunch program.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and techniques of managing a

school food services program including program planning, budget preparation and control, and purchasing; thorough knowledge of menu planning and preparation, food storage and handling; thorough knowledge of the fundamentals of nutrition and applications to a school food services program; thorough knowledge of personal hygiene and sanitation procedures and regulations; thorough knowledge of district policies relating to food services program; good knowledge of the Free School Lunch Law and the School Lunch Act; good knowledge of equipment operation, maintenance, and safety; good knowledge of personnel administration as required at the supervisory level; supervisory ability; ability to plan and direct large scale food services program; ability to recommend and implement food services policies and procedures; ability to develop and control a budget; ability to develop and direct in-service training programs; ability to analyze program progress and to develop standard reports; ability to establish and direct an accounting and records maintenance system; ability to communicate effectively both orally and in writing; ability to prepare news releases for publication; good judgment; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Food Service Management, Food Service Administration, Institutional Food Service Management, Restaurant Management, Hotel/Motel Management, Nutrition, Dietetics, Culinary Arts, Nutrition and Food Service Management, or any other field dedicated to food preparation, food management, or food administration, plus five (5) years of paid full-time or its part-time equivalent experience in food service management\* (moderate to large scale\*\*); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus seven (7) years of paid full-time or its part-time equivalent experience in food service management\* (moderate to large scale\*\*); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus seven (7) years of paid full-time or its part-time equivalent experience in food service management\* (moderate to large scale\*\*); OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus nine (9) years of paid full-time or its part-time equivalent experience in food service management\* (moderate to large scale\*\*); OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

\*Food service management, for the purposes of these minimum qualifications, must include program planning and evaluation, budget preparation, purchasing **or** supervision involving hiring, evaluating and training of personnel.

\*\*Moderate and large scale food service experience does not include fast food or short order.

**REVISED:** January 8, 1987  
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