

SCHOOL FOOD SERVICES DIRECTOR III

Code No.: 3-19-015
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the fiscal and nutritional operations in a school district with a student enrollment of ten-thousand (10,000) or more students, and serves as the school district's designee for this function to the New York State Education Department. Duties include planning, directing and administering school food service programs while carrying out policies and establishing procedures for the efficient and economical operation of school food service programs. The employee reports directly to, and works under the general supervision of a school district administrator with leeway allowed for the exercise of independent judgment. General supervision is exercised over staff such as Cafeteria Managers, Cook Managers, and clerical employees. 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.)

Plans and directs the operation of the school breakfast and school lunch programs for all schools in the district 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 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;

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;

Develops and analyzes reports relating to school lunch program activities;

Consults with architects and builders on layouts for alteration or construction of school food service kitchens and dining rooms;

Consults with staff, students and community agencies to provide better understanding and more efficient operation of the program(s);

Develops a safety program for the use of cafeteria facilities and equipment and implements a continuous program of inspection to ensure the elimination of hazardous conditions in the cafeteria areas;

DEPENDING ON ASSIGMENT:

Maintains employee time records;

Researches, files and monitors grant applications/grants designed to improve food service operations.

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 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 communicate orally and in writing; ability to express ideas clearly, to develop reports and to keep records pertaining to a school food service program; ability to develop and maintain good personnel and community relations; good judgment; 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 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 a closely related field*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus a State recognized certificate for school nutrition directors (i.e. a certified dietician or a certified nutritionist per Article 157 of New York State Education Law); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience in management** of school nutrition programs.

*Closely related fields, for the purposes of these minimum qualifications, is defined as college majors that would provide specific knowledge and skills that are relevant for a school nutrition program director. Possible majors include, but are not limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management, Business Administration or Business Management.

**Management experience, for the purposes of these minimum qualifications, is defined as having responsibility for the direction and control of an organization or organizational unit. This experience must have involved program planning and evaluation, resource allocation and policy formulation.

SPECIAL REQUIREMENTS: Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date of employment, or within thirty (30) days of their start date or otherwise be separated from the position. Verification of training is the responsibility of the appointing authority.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

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.

ADOPTED: February 4, 2016