

ASSISTANT DIRECTOR OF SCHOOL FOOD SERVICES

**Code No. 5-01-024
COMPETITIVE**

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is located in a school food services section of a school district and assists with overseeing the efficient and safe operation of large scale central kitchens and secondary school cafeterias. Duties include implementing the policies established for the program by the United States Department of Agriculture, the New York State Education Department and the school district. The employee reports directly to, and works under the general supervision of the Director of School Food Services or other higher-level staff member. General supervision may be exercised over cafeteria managers and food service helpers. 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.)

Inspects central kitchens daily to expedite preparation and prompt shipment of meals from kitchens to elementary school cafeterias;

Inspects kitchen and food serving facilities of the school district to ensure proper operation and maintenance of equipment, compliance with safety and sanitation procedures, compliance with procedures established for scheduling, timekeeping, cash receipts, and expenditures, etc., and makes recommendations or takes immediate corrective action when warranted;

Estimates meal preparation costs;

Orders fresh produce and sets up daily delivery schedules of produce for central commissaries;

Participates on committees to plan menus for central kitchens;

Consolidates individual school orders for foodstuffs and supplies into one order;

Expedites shipments of foodstuffs and supplies from vendors;

Retrieves, compiles, and computes budget data and develops budget proposals and justifications;

Trains newly appointed cafeteria managers;

Participates in presentations and informational meetings held before school and community groups and student bodies to discuss school food services program and nutrition awareness and education;

Checks cash reports from cafeterias for clerical accuracy;

Assists the Director in development and presentation of training programs for food service helpers;

Assumes the duties of cafeteria managers in their absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the United States Department of Agriculture (U.S.D.A.), New York State Education Department, and district policies and procedures relating to food services program; thorough knowledge of the fundamentals of nutrition and their application to a school food services program; thorough knowledge of the principles and practices of large quantity food preparation, including menu planning, purchasing, sanitary food handling and storage, promoting, service, and selling; good knowledge of equipment operation, maintenance and safety; ability to develop effective employee training programs; ability to develop and comprehend written and tabular reports; ability to communicate effectively, both orally and in writing; ability to deal effectively with vendors and cafeteria personnel; 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 an Associate's degree in Food Service Administration, Food Service Management, or a closely related field, plus three (3) years paid full-time or its part-time equivalent experience involving food administration, nutrition, dietetics, or food preparation, one (1) year of which must have involved managing a cafeteria or food service establishment; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Food Service Administration, Food Service Management, or a closely related field, plus one (1) year paid full-time or its part-time equivalent experience of a cafeteria or food service establishment; OR,
- (C) Five (5) years of paid full-time or its part-time equivalent experience involving food administration, nutrition, dietetics, or food preparation, one (1) year of which must have involved managing a cafeteria or food service establishment; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Adopted: October 5, 1978
REVISED April 9, 2015