

## **SCHOOL FOOD SERVICE DIRECTOR I**

### **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 or fewer students and serves as the school district's designee for this function to the New York State Education Department. The incumbent plans, directs and administers the school food service program while carrying out policies and establishing procedures for the efficient and economical operation of the school food service program. Work is performed under the direction of a school district administrator with leeway allowed for the exercise of independent judgment. Supervision is exercised over other school lunch program personnel.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. 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;
2. Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of the school food service program and carries out the established policies;
3. Coordinates the purchase of foods, supplies and equipment;
4. Selects, trains and supervises school lunch personnel, determines staff assignments and evaluates work performance and when necessary makes recommendations regarding discipline and dismissal;
5. 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;
6. Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations;
7. Establishes budget control and accounting procedures and maintains and/or supervises the maintenance of financial records;
8. Designs and/or implements ongoing training programs for students on issues relating to the effective operation of the district's food service program;
9. Ensures staff completes necessary continuing education requirements;
10. Prepares and analyzes reports relating to school lunch program activities;
11. Consults with architects and builders on layouts for alteration or construction of school food service kitchens and dining rooms;
12. Consults with staff, students and community agencies to provide better understanding and more efficient operation of the program(s);

## **SCHOOL FOOD SERVICE DIRECTOR I (Cont'd)**

### **TYPICAL WORK ACTIVITIES:** (Cont'd)

13. 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;
14. May maintain employee time records;
15. May research, file and monitor grant applications/grants designed to improve food service operations.

### **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 express ideas clearly, to prepare reports and to keep records pertaining to a school food service program; ability to develop and maintain good personnel and community relations; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- Either: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree 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 and a New York State recognized certificate for school nutrition directors;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of relevant school nutrition programs experience;
- OR: (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree 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 and at least one (1) year of relevant school nutrition programs experience;

## **SCHOOL FOOD SERVICE DIRECTOR I** (Cont'd)

### **MINIMUM QUALIFICATIONS:** (Cont'd)

- OR: (E) Graduation from high school or possession of a high school equivalency diploma and at least three (3) years of relevant school nutrition programs experience;
- OR: (F) An equivalent combination of education, training and experience between the limits of (A) and (E) above.

### **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:**

**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), (D) and (E) 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.

ADOPTED: 01/13/2016