

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is difficult administrative work involving the responsibility for directing all aspects of large school lunch program. Duties are carried out in accordance with established policies and procedures, with authority to work with school administration to change and/or update existing policies and procedures and implement such changes. General direction is received from a school administrator. Direct and indirect supervision is exercised over a large number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of the school lunch program;
Plans menus with due regard for nutritional values, acceptability and budgetary limitations;
Coordinates the purchase of foods, supplies and equipment;
Prepares specifications, evaluating work performance;
Recommends school lunch personnel and is responsible for evaluating work performance;
Plans and directs the training of employees;
Establishes internal accounting procedures and maintains records necessary for financial control;
Analyzes facts and prepares reports;
Consults with architects and builders on alterations or construction of 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;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of large scale storage, 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 the nutritional values of food; good knowledge of office management; good knowledge of principles of personnel selection and training; good knowledge of supervisory techniques; ability to plan and supervise the work of others; ability to establish and maintain effective and cooperative working relationships; ability to communicate effectively both orally and in writing; ability to devise and implement systems and

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procedures for accurate record maintenance of food, supplies, equipment and money.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in a field or fields related to foods, nutrition and/or institution management, or similar field and two (2) years experience in institution management, hotel administration or restaurant management involving large quantity food service; or; or
- b) Associates degree in applied science or in a field or fields related to foods, nutrition and/or institution management, or similar field and four (4) years experience in institution management, hotel administration or restaurant management involving large quantity food service; or
- c) Graduation from high school or possession of a comparable diploma and ten (10) years experience in institution management, hotel administration or restaurant management involving large quantity food service; or
- d) An equivalent combination of experience and training as indicated above.

SUBSTITUTION NOTES:

1. Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.
2. One (1) year of specialized training in a related field in a college or technical institute may be substituted for two (2) years of the required experience indicated above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.