

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving responsibility for directing the activities of a large school lunch program. Work is performed under the direction of a school district administrator and involves carrying out policies and establishing procedures for the effective operation of the program. Supervision is exercised over the work of several school lunch managers and/or cook-managers, and other school lunch program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and directs the operation of the school lunch program for all schools in the district;
Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of the school lunch program and carries out the established policies;
Coordinates the purchase of food, supplies and equipment;
Directs the preparation of the school lunch program budget for current and long-range expenditures and advises the administration on capital outlay for equipment;
Selects school lunch personnel and is responsible for evaluating work performance;
Plans for and directs the training of employees;
Establishes accounting procedures and maintains records necessary for sound financial control;
Prepares and analyzes reports relating to school lunch program activities;
Consults with architects and builders on layouts for alteration or construction of school lunch kitchens and dining rooms;
Consults with individuals and groups in the school and community and provides information which will contribute to a better understanding of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the fundamentals of nutrition and their application to the health of children; thorough knowledge of all phases of the school lunch program; thorough knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation; thorough knowledge of office management, personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training, supervisory techniques, personnel relations and community relations; ability to express ideas clearly and to write reports effectively; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition education, food service management, family and consumer sciences, culinary arts or a closely related field; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a state-recognized certificate for school nutrition directors; OR
3. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition education, food service management, family and consumer sciences, culinary arts or a closely related field AND two (2) years of experience in institution management, hotel administration or restaurant management involving large quantity food service preparation; OR
4. An equivalent combination of the training and experience as noted in (1), (2) and (3) above.

APPROVED: AUGUST 14, 1981

REVISED: DECEMBER 10, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE