

SCHOOL LUNCH PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, directing and planning a school lunch program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation safety and record-keeping. An employee in this class is also responsible for maintaining an accounting of the monetary aspects of such a program. The work is performed under the general direction of the School Business Manager or other administrative personnel. Work is normally reviewed by oral reporting as well as by simple written and statistical reports. Supervision is exercised over the work of lower level school lunch program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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

Plans the master menu(s) with due regard for nutrition and dietary balance, and assures compliance with regulations and requirements;

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;

Oversees the preparation of the food service program operating budget; controls and limits expenditures; analyzes financial and operating statements;

Maintains a log of school lunch program sales and vending machine sales from the schools in the district;

Prepares specifications for the purchase of food supplies and equipment; reviews bids, makes purchases and recommendations;

Certifies accuracy of students participating in breakfast and lunch program when submitting Federal and NYS monthly claims for reimbursable meals;

Visits district schools to check on sanitation standards, working conditions and safety procedures; and, when necessary advises school lunch program personnel of changes in job performance which may be necessary to adhere to such standards and procedures;

Selects school lunch personnel and is responsible for supervising and training school lunch personnel, making staff assignments and evaluating work performance;

Prepares and analyzes reports relating to school lunch program activities;

Attends workshops, institutes and conference relevant to continuing professional development and managing the district's food services;

May add stock to vending machines;

May make minor repairs to vending machines and other school lunch program equipment as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the fundamentals of nutrition and their application to the health of children; thorough knowledge of the principles, practices and procedures of managing a school food service program including program planning, budget preparation and control and purchasing; good knowledge of modern methods, materials and appliances used in large scale food preparation, purchasing and equipment selection; good knowledge of the principles and practices of large quantity food preparation, menu planning, equipment care, sanitary food handling and storage; working knowledge of record keeping practices and procedures; ability to maintain financial accounts and records; ability to train personnel in safety precautions and procedures; ability to plan and supervise the work of others; ability to prepare simple written and statistical reports; ability to understand and carry out oral and written directions; initiative; tact and courtesy; good judgment; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with specialization in culinary arts, nutrition and/or institutional management and three (3) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree with specialization in culinary arts, nutrition and/or institutional management and five (5) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- C. Graduation from high school and seven (7) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
5775 SCH LN DIR
Classification: Competitive
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Adopted: November 25, 1992
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