

## **ASSISTANT SCHOOL LUNCH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent assists the School Lunch Director in overseeing all activities associated with the school meals program(s). Responsibilities include assisting in the development, administration, operations, representation, promotion, provision and service of nutritious meals and snacks to children in a school district efficiently, economically and in compliance with all governing rules and regulations. Work is performed under the direction of the School Lunch Director with leeway allowed for independent decision making and judgement in carrying out policies and procedures. Supervision is exercised over the work of a large staff consisting of School Lunch Managers, Cook Managers, Cooks, Drivers and Food Service Helpers. Program operation may be self-operated or in collaboration with others.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists in planning and directing operation of the school lunch program or all cafeterias in the district;
- Travels among school buildings to oversee, evaluate, assist and/or execute daily program operations;
- Assists in selecting, assigning, training, supervising and evaluating school lunch personnel;
- Maintains approved standards of sanitation, health and safety;
- Serves in a liaison capacity between School Lunch Director and staff, students, families and community in representing and promoting the school meals programs;
- Partners with food service management company (if applicable) personnel to ensure excellence, efficiency and proficiency in all daily operations;
- Serves as a technical advisor in formulating plans, policies and procedures for operation of the school meals program and carries out established procedures;
- Assists in procurement of food, supplies and equipment including but not limited to preparation of purchase orders and bid specifications, determining requirements and submitting requisitions, maintaining records, arranging for delivery and security of food supplies and/or equipment;
- Prepares and maintains a variety of records and reports;
- Performs related duties, as directed, to insure maximum utilization of resources and accomplish the objectives of the food service program;
- May consult with others as assigned in departmental and organizational projects;
- May assume the responsibilities of the School Lunch Director in that individual's absence;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices and operating methods of large scale food preparation and menu planning;

- Good knowledge of the principles, practices and procedures of managing a school lunch program including program planning, budget preparation and control and purchasing; excellent 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 the fundamentals of nutrition as they apply to federal and state school meals programs;
- Ability to plan, assign and supervise the work of subordinates, filling in when needed;
- Ability to develop and conduct both formal and informal training programs;
- Ability to express ideas clearly, to prepare reports and keep accurate records pertaining to school meals programs;
- Ability to develop and maintain good personnel and community relations.
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position;

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Food and Nutrition, Food Service Management, Dietetics, Culinary Arts or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and possession of a NYS recognized certification for school nutrition directors; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Food and Nutrition, Food Service Management, Dietetics, Culinary Arts or a related field and two (2) years of relevant school nutrition programs experience.

**SPECIAL REQUIREMENT:**

- Eight (8) hours of food safety training not more than five years prior to appointment or completed within thirty (30) days of appointment
- Twelve (12) hours of annual continuing education/training in addition to the food safety training is required within one year of appointment