

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent plans, directs and administers the school lunch program in a large school district serving over 1,500 meals daily, including type A and a la carte meals to children and adults. 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 Assistant School Lunch Director and the work of a large staff consisting of several school lunch managers and/or cook-managers and other school lunch program personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans and directs the operation of the school lunch program for all schools in the district;
- Services 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 foods, 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;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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;
- Good knowledge of personal computers and office equipment;
- 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.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in foods, nutrition or institution management and two (2) years of satisfactory full-time paid experience in institution 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 one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in foods, nutrition or institution management and four (4) years of satisfactory full-time paid experience in institution management, hotel administration or restaurant management involving large quantity food services; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years satisfactory paid full-time experience in institution management, hotel administration or restaurant management involving large quantity food service; **OR**
- D. Any equivalent combination of experience and training as described in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

- Eight (8) hours of food safety training not more than five years prior to appointment
- Eight (8) hours of food safety training completed within thirty (30) days of appointment

SPECIAL NOTE:

- Twelve (12) hours of annual continuing education/training

Revised: 9/11/59
1/30/02
1/29/20