

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 8, 2010

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work responsible for directing the activities of a large school lunch program. The incumbent carries out policies and establishes procedures for efficiently and economically providing nutritious lunches for children in the school district. Work is performed under the direction of a school district administrator. Supervision is exercised over the work of all school lunch personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans and directs the operation of the school lunch program for all cafeterias in the district;
2. Coordinates the purchase of foods, supplies, and equipment;
3. Selects, trains and supervises school lunch personnel and evaluates their work performance;
4. Serves as technical advisor in formulating plans, policies and procedures for operation of the school lunch program, and carries out the established policies;
5. Directs the preparation of the school lunch budget for current and long-range expenditures and advises the administration on the capital outlay for equipment;
6. Establishes accounting procedures and supervises the maintenance of food service financial records;
7. Prepares and analyzes reports relating to school lunch program activities;
8. Consults with architects and builders on layouts for alteration or construction of school kitchens and dining rooms;
9. Consults with individuals and groups in the school and community to provide better understanding and more efficient operation of the program.

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 and practices of food service management; thorough knowledge of the proper procedures of sanitary food handling and storage; thorough knowledge of the purchasing, sanitation, safety, personnel selection and training; ability to express oneself clearly both orally and in writing; ability to supervise in a manner conducive to high morale and productivity; tact and courtesy; integrity; initiative; sound judgment; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in home economics, institution management, hotel or restaurant management or closely related field and two (2) years of full-time experience in management of large scale food preparation; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in home economics, institution management, hotel or restaurant management or closely related field and four (4) years of full-time paid experience in the management of large scale food preparation; **OR**

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid experience in the management of large scale food preparation.