

ASSISTANT SCHOOL FOOD SERVICE DIRECTOR 2

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the School Food Service Director 2, an incumbent of this class is responsible for assisting with the fiscal and nutritional operations in a school district with an enrollment of 2,499 to 9,999 students. The incumbent assists in planning, directing and administering school food service programs by visiting the various schools in the district on a daily basis and ensuring that polices and established procedures are followed for the efficient and economical operation of school food service programs. Supervision is exercised over the work of Cook Managers and other subordinate food service personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with planning and directing the overall operation of the school lunch program by visiting the various schools in the district on a daily basis;

Assists with the procurement of all food/non-food supplies and equipment by working with the Cook-Managers and Food Service Supervisors to determine the quantities of items that need to be ordered;

May place orders with different vendors after reviewing with the School Food Service Director;

Responsible for hiring decisions regarding Food Service Helpers and assists the School Food Service Director with all other food service personnel hiring decisions, terminations and performance evaluations;

Assists in selecting, training, and supervising school lunch personnel and making recommendations regarding discipline and dismissal;

Assists the Director with all financial reports regarding the food service program which includes the maintenance of records, analyzing data, and production records;

Assists the Director with the preparation of the annual food service budget based on staffing, inventory, and equipment needs as observed during onsite visits at various schools in the district;

Assists in working with student organizations and parent/community groups to promote and provide information about the Food Service Program;

Ensures that the safety program developed regarding the use of cafeteria facilities and food service equipment is observed and followed;

Maintains employee time records by monitoring and approving food service personnel overtime hours worked;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of nutrition and its application to the health of children; good knowledge of large scale food preparation and menu planning; good 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 office management; ability to plan, assign and supervise the work of subordinates; ability to develop and direct effective training programs; ability to express ideas clearly to prepare reports and keep records pertaining to the school food service program; ability to develop and maintain good personnel and community relations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; tact; courtesy; good judgment; reliability; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in a child nutrition program such as the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Food Care Program where the candidate would have gained familiarity with the USDA's school nutrition program.

SUBSTITUTION #1: An Associate's Degree* in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts, or a closely related field may be substituted for three (3) years of the work experience as described above.

SUBSTITUTION #2: A Bachelor's Degree* may be substituted for four (4) years of the work experience as described above.

SUBSTITUTION #3: A Bachelor's Degree* and a NYS certification as a dietician or certified nutritionist per Article 157 of NYS Education Law may be substituted for the five (5) years of work experience as described above.

SUBSTITUTION #4: A Bachelor's Degree* in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education Culinary Arts, or a closely related field may be substituted for the five (5) years of work experience as described above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT: Candidates must complete 10 hours of food safety training within 30 days of their appointment date, and on an annual basis thereafter. This is in accordance with The Professional Standards for State and Local Nutrition Program Personnel are required by the federal Healthy, Hunger Free Kids Act of 2010 and corresponding rules which became effective on July 1, 2015. The appointing authority is responsible for verifying and ensuring that the candidate meets those continuing education/training requirements at time of appointment and throughout the course of their employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive

Job Class Code: S1017