

## ASSISTANT SCHOOL LUNCH DIRECTOR

GENERAL STATEMENT OF DUTIES: Assists in the planning, directing and administering the school lunch program in a large school district serving over 1500 meals daily including type A and a la carte meals to children and adults; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving responsibility for assisting in overseeing the activities of a large school lunch program. Work is performed under the direction of a School Lunch Director. Supervision is exercised over the work of several Cook Managers and/or cooks and other school lunch personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Assists with planning and directing the operation of the school lunch program for all schools in the district;

Assists with giving technical advice 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;

Assists with the purchase of foods, supplies and equipment;

Assists in the preparation of the school lunch program budget for current and long range expenditures and advises the administration on capital outlay for equipment;

Assists with the selection of school lunch personnel and is responsible for evaluation work performance;

Assists with the training of employees;

Assists with the establishment of accounting procedures and maintains records necessary for sound financial control;

Assists with the preparation and analyzing of reports relating to school lunch program activities;

Contacts individuals and groups in the school and community and provides information which will contribute to a better understanding of the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals on nutrition and its application to the health of children; good knowledge of all phases of the school lunch program; good knowledge of institutional administration including purchasing, sanitation, safety, equipment selection and operation; good knowledge of office management, personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training supervising 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 duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) possession of an associate degree in applied science issued after completion of a two year course in a technical institute with specialization in institutional management, and two years of satisfactory experience in institutional management, hotel administration, restaurant management or in a school cafeteria involving large quantity food service; or (b) graduation from a four year course from a college or university recognized by the University of the State of New York with specialization in foods, nutrition or institutional management; or (c) graduation from a standard high school course and six years of experience as indicated in (a) above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: One year of specialized training in a college or technical institute is equivalent to two years of experience in institutional management, hotel administration, restaurant management or in a school cafeteria.

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  
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Job Class Code: S301