

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/30/07

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving responsibility for directing the activities of a large school lunch program. The incumbent plans, directs and administers the school lunch program in a large school district serving over 1500 meals daily, including type A and ala carte meals to children and adults. 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 work of several School Lunch Managers and/or Cook Managers, and other school lunch program personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and directs the operation of the school lunch program for all schools in the district;
Serves 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;
Designs and/or implements ongoing training programs for staff and students on issues relating to the effective operation of the district's school lunch program;
Establishes accounting procedures and maintains records necessary for sound financial control;
Prepares and analyzes reports relating to school lunch program activities;
Maintains employee time records;
Consults with architects and builders on layouts for alteration or construction of school lunch kitchens and dining rooms;
Researches, files, and monitors grant applications/grants designed to improve food service operations and nutritional programming in the district;
Designs and/or coordinates nutritional educational programs;
Consults with individuals and groups in the school and community concerning the operations of the district's school lunch programs, provides information which will contribute to a better understanding of the program, and seeks input into improving the operations of the school lunch programs.

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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; 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 to the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition or food service administrative or management or a closely related field, **AND** two (2) years of experience in institution management, hotel administration or restaurant management involving large-quantity food service preparation; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition or food service administrative or management or a closely related field, **AND** four (4) years of experience as outlined in (A) above.

NOTE: Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 1980's
Revised: 07/08/92, 06/06/96, 10/30/07