

Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
Adopted: 09/11/59
Revised: 06/02/10, 01/10/18, 09/07/22

SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for planning and directing the food service program of a large school district with an enrollment of 5,000 students, serving over 1,500 Type A and a la carte meals daily. The work is performed under the general direction of the Assistant Superintendent for Business or School Business Executive and involves carrying out policies and establishing procedures for the effective operation of the program. Supervision is exercised over the work of School Lunch Managers, Cook Managers, School Lunch Cooks and other food service program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and directs the operation of the food service program of all schools in the district in accordance with state and federal guidelines;
- Serves as an advisor to the school administration in the formulation of policies, procedures and plans for the operation of food service programs, and carries out the established policies;
- Establishes procedures and schedules for ordering, receiving and inventorying supplies;
- Coordinates the purchase of foods, supplies and equipment;
- Selects, trains and supervises food service personnel, determines staff assignments and evaluates work performance; when necessary, makes recommendations regarding discipline and dismissal;
- Directs the preparation of the school food service program budget for current and long-range expenditures and advises the administration of capital outlay for equipment;
- Plans for and directs the training of employees; ensures staff completes necessary continuing education requirements;
- Trains all staff in the provisions of the New York State Sanitary Code related to the food service program;
- Establishes budget control and accounting procedures and maintains and/or supervises the maintenance of financial records;
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations;
- Establishes procedures to ensure compliance with federal and state regulations governing food service programs;
- Prepares and analyzes reports relating to school food service program and activities;
- Prepares monthly claims for reimbursement;
- Consults with staff, students and community agencies to provide better understanding and more efficient operation of the food service program;
- Develops a safety program for the use of cafeteria facilities and equipment and implements a continuous program of inspection to ensure the elimination of hazardous conditions in the cafeteria areas;
- May research, submit and monitor grant applications and/or grants designed to improve food service operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of managing a school food service program including program planning, budget preparation and control, and purchasing; thorough knowledge of the fundamentals of nutrition and their application to a school food service program; thorough knowledge of large scale food preparation and menu planning; thorough knowledge of sanitary food handling and storage; thorough knowledge of federal, state and local laws and regulations relating to the food service program including the New York State Sanitary Code; good knowledge of institutional administration in the areas of safety, personnel selection and training; good knowledge of the methods and procedures for maintaining budgetary procedures including preparing tentative budgets; ability to plan, assign and supervise the work of others; ability to communicate effectively both orally and in writing; ability to develop and direct effective training programs; ability to develop and maintain good personnel and community relations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Food Service Management, Institutional Food Management, Food and Nutrition, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in large scale food service management; or
- B. Possession of an Associate's Degree in Food Service Management, Institutional Food Management, Food and Nutrition, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in large scale food service management, at least two (2) years of which must have been in a school or child nutrition program; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.