SCHOOL LUNCH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and professional position responsible for assisting the School Lunch Director with the daily operation and management of the school lunch program of a large school district. The School Lunch Specialist oversees food service programs at satellite locations and performs administrative functions to facilitate the efficient and economic provision of safe, nutritious meals to students. The work is performed under the general supervision of the School Lunch Director in accordance with state and federal guidelines. Supervision may be exercised over the work of Cook-Managers, School Lunch Cooks, and other food service program personnel at satellite locations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and oversees staff training on sanitation, health and safety protocols and practices; Coordinates and oversees staff training at school food service locations, including training on nutrition, menus, ordering, recipes and inventory; Coordinates and oversees the orientation and training of new food service staff; Determines needs and orders food, supplies and equipment for assigned sites; Conducts site inspections for compliance with sanitation, health, and safety protocols; Visits satellite sites to monitor and verify food quality; Schedules tastings and surveys for potential new menu items; Researches best practices for recipe development of menus that are culturally diverse; Oversees and monitors staff attendance and timekeeping records; Prepares and maintains a variety of narrative and statistical reports; Prepares and maintains records of equipment repair and replacement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of sanitary food handling and storage regulations, practices and protocols; 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 the fundamentals of nutrition and their application to a school food service program; good knowledge of large scale food preparation and menu planning; ability to plan, assign and supervise the work of others; ability to develop effective training programs and effectively train personnel; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate's Degree in Food Service Management, Hospitality Management, Hotel Administration, Nutrition, Dietetics, Restaurant Management, 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 institutional food service, which must have involved large-scale food preparation or service; or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid equivalent, in institutional food service, which must have involved large-scale food preparation or service; 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.