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Senior School Lunch Director #2021-200

Vacancy Number:

2021-200

Position:

Senior School Lunch Director

Location:

Management Services - Saratoga Springs City School District

Basic Function:

This is administrative work involving responsibility for the operation and direction of the activities of large scale participating districts of Capital Region BOCES's Shared Food Service Programs. Work is performed under the direction of the Director of Shared Food Service Programs (BOCES) and involves carrying out policies and establishing procedures for the effective operation of the large scale program. Supervision is exercised over the work of several school lunch managers and/or cook-managers, and other school lunch program personnel. Does related work as required.

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Qualifications:**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with at least a Bachelor's degree in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a closely related field and three (3) years of food service experience in an institutional setting, one (1) year of which shall have been in a supervisory capacity; OR,
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a closely related field and five (5) years of food service experience in an institutional setting, one (1) year of which shall have been in a supervisory capacity.

Vacancies are filled by certified list provided by Albany County Civil Service. Should no certified list be available, candidates appointed to this position will be serving in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete a competitive examination and be eligible for appointment in accordance with Civil Service Law and the Civil Service Rules for Albany County to obtain a permanent appointment.

Responsibilities:

1. Directs the operation of the school lunch program for large scale school districts that participate in the service.
2. Enforces policies and procedures for the food service program at large scale participating school districts.
3. Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of the large scale school lunch program across multiple locations and carries out the established policies.
4. Coordinates the purchase of foods, supplies and equipment for school districts that participate in the service.
5. Assists participating school districts in the execution of the school lunch program budget for current long-range expenditures and advises the administration on capital outlay for equipment.
6. Participates in selection of school lunch personnel and is responsible for evaluating work performance.
7. Executes the training of employees.
8. Establishes accounting procedures and maintains records necessary for sound financial control.
9. Prepares and analyzes reports relating to school lunch program activities.
10. Consults with individuals and groups in the school and community and provides

information which will contribute to a better understanding of the program.

11. Thorough knowledge of the fundamentals of nutrition and their application to the health of children.
12. Thorough knowledge of all phases of the school lunch program.
13. Thorough knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation.
14. Thorough knowledge of office management, personnel selection and training.
15. Thorough knowledge of school business procedures.
16. Ability to plan and direct large-scale food service operation.
17. Ability to oversee and coordinate work within multiple sites and operations.
18. Ability to develop effective employee training, supervisory techniques, personnel relations and community relations.
19. Ability to plan and direct the work of others.
20. Ability to express ideas clearly and to write reports effectively.
21. Initiative.
22. Neat personal appearance.
23. Tact and good judgment.
24. Courtesy.
25. Resourcefulness.
26. Physical condition commensurate with the demands of the position.

Start Date:

May 24, 2021

Application Deadline:

April 16, 2021

Starting Salary:

\$61,407 – \$101,520 prorated to amount of service rendered

The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

Apply To:

<https://capitalregionboces.recruitfront.com/JobOpportunities>

Further Information Contact:

Capital Region BOCES, 900 Watervliet-Shaker Road, Albany NY 12205
or email crbrecruitment@neric.org

Date:

April 9, 2021
