

Assistant Director of School Food Services

Code No. 5-1-024

Competitive

Distinguishing Features of the Class:

This is an important administrative position in the School Food Services Department involving Employees of this class facilitate cafeteria operations by ensuring prompt delivery of foodstuffs and supplies by vendors, by training new cafeteria managers. Work is performed under the general supervision of the Director of School Food Services and involves implementing the policies established for the program by the United States Department of Agriculture, the State Education Department, and the school district. Direct supervision may be exercised over the work of cafeteria managers and food service helpers. Does related work as required.

Typical Work Activities:

Inspects central kitchens daily to expedite preparation and prompt shipment of meals from kitchens to elementary schools cafeterias.

Inspects frequently all kitchens and food serving facilities of the school district to ensure proper operation and maintenance of equipment, compliance with safety and sanitation procedures, compliance with procedures established for scheduling, timekeeping, cash receipts, and expenditures, etc. and makes recommendations or takes immediate corrective action when warranted.

Participates on committees to plan menus.

Retrieves, compiles, and computes budget data and prepares budget proposals and justifications.

Trains newly appointed cafeteria managers.

Participates in presentations and informational meetings before school and community groups and students bodies to discuss school food services program and nutrition awareness and education.

Checks cash reports from cafeterias for clerical accuracy.

Assists the director in development and presentation of training, assumes the duties of cafeteria managers in their absence.

Strong computer skills in most popular software, such as Office, Google etc.

Nutritional analysis in menu planning

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Through knowledge of U.S.D.A. State Education Department, and district policies and procedures relating to food services programs through knowledge of the fundamentals of nutrition and of their application to a school food services program; through knowledge of the principles and practices of large quantity food preparation, including menu planning, purchasing, sanitary food handling and storage, promoting, serving, and selling; good knowledge of

equipment operations, maintenance and safety; ability to develop effective employee training programs; ability to develop and to comprehend written and tabular reports; ability to communicate effectively, both orally and in writing ; ability to supervise the work of others; ability to deal effectively with vendors and cafeteria personal; tact and courtesy in dealing with the public; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either:

- A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in Food Service Administration, Food Service Management, or a closely related field, plus three(3) years of work experience in some capacity deal with food administration, nutrition, dietetics, or food preparation, one (1) year of which shall have involved supervision or managing a cafeteria or food service establishment.

- B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Food Service Administration, Food Service Management, or a closely related field and one (1) year of work experience involving the supervising or managing or a cafeteria or food service establishment.

- C) Any equivalent combination of training and experience as defined by the Limits of A) and B).

Notes: Candidates with Associate's or Bachelor's degrees in Restaurant Management, Hotel/Motel Management, Dietetics, or Nutrition must submit a verifiable transcript (student copy is acceptable) of course work pursued and successfully completed.