



Job Posting

Human Resources Office

January 13, 2021

Position: School Food Services Director II
Closing Date: February 3, 2021
Location: Food Service Department
JobID #619

WORK YEAR/DAY: 12 Months, 40 Hours per Week

CIVIL SERVICE:

Classification: Competitive -- Persons who are currently Civil Service classified as School Food Services Director II OR persons who meet the Civil Service qualifications for a provisional appointment to the School Food Services Director II position will be considered. Please see the minimum qualifications below.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a major in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a closely related field*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus a State recognized certificate for school nutrition directors (i.e. a certified dietician or a certified nutritionist per Article 157 of New York State Education Law); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent relevant experience in school nutrition programs**; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a major in one of the fields listed in (A) above, plus two (2) years paid full-time or its part-time equivalent relevant experience in school nutrition programs**; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A) and (D) above.

*Closely related fields, for the purposes of these minimum qualifications, is defined as college majors that would provide specific knowledge and skills that are relevant for a school nutrition program director. Possible majors include, but are not limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management, Business Administration or Business Management.

**Relevant school nutrition program experience, for the purposes of these minimum qualifications, is experience in a child nutrition program that includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the Child and Adult Care Food Program where knowledge of the USDA's school nutrition program can be demonstrated.

SPECIAL REQUIREMENTS: Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date of employment, or within thirty (30) days of their start date or otherwise be separated from the position. Verification of training is the responsibility of the appointing authority.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

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TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

- Plans and directs the operation of the school breakfast and school lunch programs for all schools in the district in the district in accordance with State and federal guidelines;
- Serves as technical advisor to the school administration in the formulation of policies, procedures, and plans for the operation of school food service programs and carries out the established policies;
- Coordinates the purchase of foods, supplies and equipment;
- Selects, trains and supervises school lunch personnel, determines staff assignments and evaluates work performance and 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;
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations;
- Establishes budget control and accounting procedures, and maintains and/or supervises the maintenance of financial records;
- Designs and/or implements ongoing training programs for students on issues relating to the effective operation of the district's food service program;
- Ensures staff completes necessary continuing education requirements;
- Develops and analyzes reports relating to school lunch program activities;
- Consults with architects and builders on layouts for alteration or construction of school food service kitchens and dining rooms;
- Consults with staff, students and community agencies to provide better understanding and more efficient operation of the program(s);
- 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;
- Oversees employee attendance;
- Researches, files and monitors grant applications/grants designed to improve food service operations;
- Other duties as assigned.

FLSA: Exempt

Interested internal persons must submit a written statement (paper or email) indicating that they are interested in the position and must also apply for the specific position on-line (new or update an existing application). Written statements should be sent to Diane Heed in the Human Resources Office.