



OSWEGO

CITY SCHOOL DISTRICT

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Position: Director of Food Service

Oswego City School District

1 Buccaneer Blvd

Oswego, NY 13126

Director of Food Service- Civil Service Classified Competitive Position

Full Time, 12 month position within the Central Office Administrators & Supervisors Association bargaining unit

Salary: \$70,000- \$75,000, commensurate with experience

Start date: As soon as possible

Qualifications:

- See position description
- Experience with food service management preferred
- Must be/get fingerprinted through the NYS Dept of Education and be cleared prior to start of employment

Description/Responsibilities: see attached

Application Procedure: Visit our website, Oswego.org, and select 'education and personnel'. The 'employment opportunities' link will bring you to the Civil Service Application. Cover letters may be sent to Dr. Heidi Sweeney, Executive Director of Secondary Education & Personnel, at the above address.

Thank you for your interest in the Oswego City School District

POSITION CLASS TITLE: DIRECTOR OF FOOD SERVICE

JURISDICTIONAL CLASS: COMPETITIVE
CIVIL DIVISION: OSWEGO CITY SCHOOL DISTRICT
AUTHORIZATION: PERSONNEL DIRECTOR
(August 2019)

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position and is responsible for the fiscal and nutritional operations in a school district with a student enrollment of approximately 3600 students. This position also serves as the school district's designee for this function to the New York State Education Department. The incumbent plans, directs, and administers school food service programs, while carrying out policies and established procedures for the efficient and economical operation of the Oswego City School District (OCSD) school food service programs. Work is performed under the direction of the Executive Director of Business and Finance, with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of food service program personnel.

TYPICAL WORK ACTIVITIES:

- Plans, directs, and supervises the operation of the school breakfast and lunch programs for all schools in the district, in accordance with state and federal guidelines;
- Serves as technical advisor to the school administrative team in the formulation of policies, procedures, and plans for the operation of the school food service program, and carries out established policies;
- Coordinates the purchase of food, supplies, commodities and equipment;
- Selects, trains and supervises food service personnel, determines staff assignment and evaluates work performance. When necessary, makes recommendations regarding employee discipline and dismissal;
- Directs the preparation of the school food service program budget for current and long-term expenditures and advises the administrative team of capital outlay for equipment;
- Develops cost-effective menus that maintain nutritional 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;
- Prepares and analyzes reports relating to school lunch program activities;
- Coordinates and supervises various extracurricular meals and celebrations;

- Consults with staff, students and community agencies to provide a better understanding and more efficient and effective operation of the food service program;
- Develops and implements a plan for continuous inspection of the cafeteria and kitchen facilities to ensure the elimination of hazardous conditions in the cafeteria and kitchen areas;
- Monitors and approves employee time records and leave requests;
- May research, file for and monitor grant applications designed to improve the food service operations/programs;
- Does related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance 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 large scale food preparation and menu planning; thorough knowledge of sanitary food handling and storage; good knowledge of the selection, purchasing and care of equipment; good knowledge of institutional administration in the areas of safety, personnel selection and training; good knowledge of fundamentals of nutrition, as they apply to a school food service program; ability to plan, assign and supervise work of subordinates; ability to develop and direct effective training programs; ability to express ideas clearly, to prepare reports and to keep records pertaining to a school food service program; ability to develop and maintain good personnel and community relations; has good moral character; maintains confidentiality in all matters.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience

- A) Bachelor's degree or higher with an academic major or concentration in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business or related field;

OR

- B) Bachelor's degree, or equivalent educational experience, in any academic major or area of concentration and a State-recognized certificate for school nutrition directors;

OR

- C) Bachelor's degree or higher in any academic major and at least two (2) years of relevant school nutrition program experience or large scale food preparation;

OR

- D) Associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business or related field and at least two (2) years of relevant school nutrition program experience or large scale food preparation.

NOTE:

Relevant School Nutrition Program Experience comprises planning, organizing, staffing, leading or directing and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal.

Large scale food preparation is defined as experience in the actual preparation of food, consisting of a variety of changing menus, in the following settings – hospitals, schools, nursing homes, hotels, restaurants, correctional facilities and/or military service.

Special Requirements for Acceptance of Applications:

Candidates must have completed at least eight (8) hours of food safety training not more than five (5) years prior to their starting date or completed within thirty (30) days of their start date.

Note: Compliance with the Professional Standards for State and Local Nutrition Program Personnel is required by the Federal Health, Hunger Free Kids Act of 2010 and corresponding rules, which became effective on July 1, 2015.

Definitions:

- 1) Equivalent Educational Experience (as referenced in options above) means college credits completed by an individual who does not possess a Bachelor's degree or an Associate's degree. For example, 60 college credits could be accepted as an equivalent of an Associate's degree.
- 2) Related field (as referenced in option (a), (c) and (d) above) refers to other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors might include, but are not limited to: Food Science, Community Nutrition and Marketing, and Hospitality Management. Colleges and Universities may use different names for similar majors.
- 3) A State recognized certificate for school nutrition directors (as referenced in option (b) above) means a certified dietician or a certified nutritionist as per article 157 of NYS Education Law.

- 4) Relevant Experience in School Nutrition Programs (as referenced in (c) above) is experience specifically having worked in any child nutrition program in a management capacity, but not necessarily in the food service director position. This includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the Child and Adult Food Program. The experience may be relevant/acceptable if it provides the applicant with familiarity of the USDA's school nutrition program.