

## SCHOOL FOOD SERVICE DIRECTOR II

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DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for the fiscal and nutritional operations in a school district with an enrollment between 500 and 10,000 students and serves as the school district/BOCES designee for this function of the New York State Education Department. The incumbent plans, directs and administers school food service programs while carrying out policies and establishing procedures for the efficient and economical operation of school food service programs. Work is performed under the general direction of a school district administrator with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of school food service program personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans and directs the operation of the school breakfast and lunch programs for all schools in the district/BOCES Coser in accordance with state and federal guidelines;

Serves as a technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of school/BOCES food service programs and carries out established policies;

Coordinates the purchase of food, supplies and equipment;

Selects, trains and supervises school lunch personnel, determines staff assignments and evaluates work performance and when necessary 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;

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Develops cost effective menus that maintain nutrition integrity and meet local, state and federal guidelines and regulations;

Establishes budget control and accounting procedures and maintains and/or supervises the maintenance of financial records;

Responsible for coordinating and supervising summer food service programs at multiple locations;

Must maintain current knowledge of both programmatic and fiscal guidelines for school food service programs at both the state and federal level;

Designs and/or implements ongoing training programs 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;

Consults with architects and builders on layouts for alteration or construction of school food service kitchens and dining rooms as needed;

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 quality program of inspection to insure the elimination of hazardous conditions in the cafeteria areas;

Processes Free and Reduce Priced Meal Applications, and direct certifications;

May maintain employee time and attendance records;

May research, file and monitor grant applications/grants designed to improve food service operations;

May cook, perform prep of food and clean kitchen;

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Performs related work as required.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 institution 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 the 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 school food service programs; ability to develop and maintain good personnel and community relations.

### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, or equivalent educational experience \*\*\*\* 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 related fields\*; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in any academic major AND State recognized certificate for school nutrition directors\*\*; or

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- (C) Graduation from a regionally accredited or New York state registered college or university with a Bachelor's degree in any academic major AND at least two (2) years of relevant school nutrition program experience; or
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, or equivalent educational experience \*\*\*\* 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 related fields\* AND at least two (2) years of relevant school nutrition programs experience\*\*\*.

\* **Related Field – (as referenced in options (A) 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 would 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.

\*\* **A state recognized certificate for school nutrition directors – (as referenced in option (B) above):** means a certified dietician or certified nutritionist per article 157 of NYS Education Law.

\*\*\* **Relevant experience in school nutrition program - (as referenced in options (C) and (D) above):** is experience specifically having worked in any child nutrition program in some 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 Care Food Program. The experience is relevant/acceptable if it provides the applicant with familiarity with the USDA's school nutrition program.

\*\*\*\***Equivalent Educational Experience** – (as referenced in options (A) and (D) above): means college credits completed by an individual who does not possess a Bachelor's or an Associate's degree. For example, 60 college credits could be accepted as the equivalent of an Associate's degree.

**SPECIAL REQUIREMENT:** Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date, or within thirty (30) days of their start date.

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**NOTE:** The Professional Standards for State and Local Nutrition Program Personnel are required by the federal Healthy, Hunger Free Kids Act of 2010 and corresponding rules which became effective July 1, 2015.

**NOTE:** Your degree or credits 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/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: October 21, 2020

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Commission Approval: N/A

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