

## **SCHOOL LUNCH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work involving responsibility for directing the activities of large school lunch program. Work is performed under the direction of a school district administrator and involves carrying out policies and establishing procedures for efficiently and economically providing nutritious lunches for children in the school district. Supervision is exercised over the work of all school lunch personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs the operation of the school lunch program for all cafeterias in the district;  
Serves as technical advisor in formulating plans, policies and procedures for operation of the school lunch program, and carries out the established policies;  
Coordinates the purchase of foods, supplies, and equipment;  
Directs the preparation of the school lunch budget for current and long-range expenditures and advises the administration on the capital outlay for equipment;  
Selects, trains and supervises school lunch personnel and evaluates their work performance;  
Establishes accounting procedures and supervises the maintenance of financial records;  
Prepares and analyzes reports relating to school lunch program activities;  
Consults with architects and builders on layouts for alternation or construction of school kitchens and dining rooms;  
Consults with individuals and groups in the school and community to provide better understanding and more efficient operation of the program.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the fundamentals of nutrition and their application to the health of children;  
Thorough knowledge of the principles and practices of food service management;  
Thorough knowledge of the proper procedures of sanitary food handling and storage;  
Thorough knowledge of the purchasing, sanitation, safety, personnel selection and training;  
Ability to express oneself clearly both orally and in writing;

Ability to supervise in a manner conducive to high morale and productivity;  
Physical condition suitable to the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in home economics, institution management, hotel or restaurant management or closely related field and two years of experience in management of large scale food preparation; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in home economics, institution management, hotel or restaurant management or closely related field and four years of experience in the management of large scale food preparation; OR
- C) Six years of experience in the management of large scale food preparation; OR
- D) An equivalent combination of training and experience as indicated in A), B), and C) above.