

SENIOR SCHOOL LUNCH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Senior School Lunch Director is responsible for the administration of the school lunch program in all districts that have cooperative service (co-ser) agreements with BOCES. The incumbent ensures high standards of food preparation and service with emphasis on menu appeal and nutritional value. Although supervised by a BOCES administrator, work is performed under the direction of each school district's administration and in accordance with federal and state laws and regulations, local and state health ordinances, and school district policies. Supervision is exercised over the work of School Lunch Directors, School Lunch Supervisors, Cook-Managers and school lunch personnel employed by BOCES. Guidance is provided to each district regarding its school lunch personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as the technical advisor in formulating plans, policies and procedures for operation of the districts' school lunch programs for all cafeterias in all districts with CO-ser agreements with BOCES;

Prepares and administers the school lunch budget; monitors and analyzes all revenue sources; reviews and authorizes all program expenditures;

Directs the preparation of the school lunch budget for current and long-range expenditures and advises the administration on the capital outlay for equipment;

Coordinates the purchase of foods, supplies, and equipment with the individual districts;

Assesses customer preference, industry trends to develop a long range plan that facilitates continuous program improvement;

Assists district personnel in determining the staffing requirements for each school cafeteria, oversees the selection, training and supervision of all school lunch personnel and the evaluation of their work performance;

Initiates financial policies and procedures necessary for proper fiscal control and operation of the school lunch program;

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 alteration or construction of school kitchens and cafeterias.

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 effectively communicate the nutritional integrity of the school lunch program to administrators, students, faculty, and the public and to encourage the use of the program;
Ability to supervise in a manner conducive to high morale and productivity.

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 four 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 six years of experience in the management of large scale food preparation; OR

- C) Eight 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.