

Newburgh Enlarged City School District
Job Description

TITLE:	Assistant School Lunch Director
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REPORTS TO:	School Lunch Director
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QUALIFICATIONS:	<ul style="list-style-type: none">A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition or food service administration or management or a closely related field, AND one (1) year of experience in institution management, hotel administration or restaurant management involving large-quantity food service preparation; ORB. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition or food service administration or management or a closely related field, AND three (3) years of experience as outlined in (A) above; ORC. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of experience, as outlined in (A) above.D. Thorough knowledge of the principals and practices of large scale food preparation and menu planning;E. Good knowledge of the principals, practices and procedures of managing a school lunch program including program planning, budget preparation and control and purchasing;F. Good knowledge of sanitary food handling and storage;G. Good knowledge of the selection, purchasing and care of equipment;H. Good knowledge of institution administration in the areas of safety, personnel selection and training;I. Good knowledge of the fundamentals of nutrition as they apply to a school lunch program;J. Ability to plan, assign and supervise the work of subordinates;K. Ability to develop and direct effective training programs;L. Ability to express ideas clearly, to prepare reports and to keep records pertaining to a school lunch program;M. Ability to develop and maintain good personnel and community relations. N. NOTE: Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.
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JOB GOAL:	<p>The work in this class involves the responsibility to assist the School Lunch Director in overseeing activities of the school lunch program including administrative tasks, such as, budget preparation, expenditures and accounting and financial procedures. An employee in this class is responsible for assisting in the efficient and economical provision of nutritious lunches for children in a school district. The work is performed under the direction of the School Lunch Director, with leeway allowed for exercise of independent judgment in carrying out policies and establishing procedures for effective operation of the lunch program. Supervision is exercised over the work of a large staff consisting of Cook-Managers, Cooks, Food Service Helpers and School Lunch Managers. The incumbent does related work as required.</p>
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Assists in planning and directing operation of the school lunch program for all cafeterias in the district; 2. Assists in coordinating the purchase of food supplies and equipment, including arranging for delivery and security, preparing bid specifications and purchase orders, maintaining records and recommending the purchase or replacement of equipment. 3. Serves as technical advisor in formulating plans, policies and procedures for operation of the school lunch program and carries out established policies; 4. Assists in selecting, training and supervising school lunch personnel, determining staff assignments and evaluating work performance; 5. Assists in establishing the annual school lunch program budget and in establishing and maintaining budget control procedures. 6. Establishes accounting procedures and maintains and/or supervises the maintenance of financial records; 7. Prepares a variety of records and reports; 8. May consult with architects and builders for alterations or construction of kitchen and dining rooms; 9. May consult with staff, students and community agencies to provide better understanding and more efficient operation of the program; 10. May travel among school buildings to coordinate activities with the central administration; 11. May participate in the planning of menus and inspect preparation of food at the schools in the system; 12. May attend meetings, workshops and conferences; 13. May prepare and analyze a variety of records and reports related to the work. 14. Other duties as assigned by the School Lunch Director.
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