



CIVIL DIVISION
CLASS SPECIFICATION

**ASSISTANT TO SCHOOL FOOD
SERVICE DIRECTOR**

DATE ADOPTED: 11/25/22

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position assisting a School Food Service Director II or III in the efficient management of a school food service program. The work involves carrying out established policies for the effective operation of the program. General supervision is exercised over the clerical staff and infrequently over the school food service personnel in the absence of the School Food Service Director II or III

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Arranges for and assigns substitute food service staff;
2. Receives, stores and distributes school lunch supplies and maintains inventory and related records;
3. Assists in the interviewing, selection and assigning of school food service personnel;
4. Prepares State reimbursement reports and financial statements;
5. Participates in the preparation and analysis of other reports relating to school lunch program activities;
6. Assists with bid preparation for the purchase of food and supplies;
7. Assists with menu planning;
8. May be in charge of school lunch operations during absence of supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of all phases of a school food service program; good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage; ability to train personnel; ability to keep records and prepare reports; ability to maintain good personal relations with others; ability to understand and carry out oral and written directions; personal characteristics necessary to perform the duties of the position;



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MINIMUM QUALIFICATIONS:

- Either: (A) Associate degree in food service, nutrition, dietetics, or institution management or closely related;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in large quantity food service;
- OR: (C) Equivalent combination of training, education, and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

At least 10 hours of annual continuing education/training.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: Adopted: 11/25/22 (F/K/A- Assistant to School Lunch Director)