

ASSISTANT TO SCHOOL FOOD SERVICE DIRECTOR

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 clerical staff and infrequently over 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, ABILITIES AND PERSONAL CHARACTERISTICS:

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; resourcefulness; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and a New York State recognized certificate for school nutrition directors;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of relevant school nutrition programs experience;

MINIMUM QUALIFICATIONS: (Cont'd)

- OR: (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or a closely related field and at least one (1) year of relevant school nutrition programs experience;
- OR: (E) Graduation from high school or possession of a high school equivalency diploma and at least three (3) years of relevant school nutrition programs experience;
- OR: (F) An equivalent combination of education, training and experience between the limits of (A) and (E) above.

SPECIAL REQUIREMENT:

Candidates must complete 8 hours of food safety training not more than 5 years prior to their starting date, or within 30 days of their start date.

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 on July 1, 2015.

Definitions:

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

Relevant experience in school nutrition programs – (as referenced in options (C), (D) and (E) 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 of the USDA's school nutrition program.

Your degree or college credit 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.

NOTE: You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to HRExams@DutchessNY.gov or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601

ADOPTED: 08/01/75
REVISED: 12/01/86
07/29/19 (*Assistant to School Lunch Director*)