

ASSISTANT DIRECTOR OF SCHOOL NUTRITION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves supporting the Senior School Lunch Director in overseeing food service operations across the Broome-Tioga BOCES component school districts. Responsibilities include providing operational support, administrative tasks related to budget management, staff supervision, and the efficient provision of nutritious meals to students and staff over the Supervisor of School Nutrition Services. The Work is performed under the direction of the Broome-Tioga BOCES Senior School Lunch Director, with leeway allowed for the use of independent judgment in carrying out policies and establishing procedures for effective program operation. Supervision is exercised over lower-level staff in the assigned set of districts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning and directing the operation of the food service programs for all assigned districts;
Collaborates in the development and recommendation of menus that prioritize nutritional values, student preferences, and budgetary constraints;
Provides support in the hiring of staff, staff training, staff assignments, and supervision of food service personnel;
Completes evaluations for the Supervisor of School Nutrition Services;
Establishes budget control procedures;
Coordinates the purchasing of food, supplies, and equipment ensuring compliance with procurement policies and maintaining accurate inventory records;
Ensures compliance with health and safety standards, conducting inspections of food preparation and serving area;
Prepares and analyzes reports related to food service activities, providing insights for program improvements;
Engages with school administration, staff, students, and community organizations to promote awareness and participation in the food service program;
Consults with architects and contractors on kitchens, serving areas, and cafeteria layout for renovations or new construction;
Troubleshoots issues related to food service operations, providing hands on support and ensuring compliance with School Nutrition and Catering Services requirements.

ASSISTANT DIRECTOR of SCHOOL NUTRITION SERVICES-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of large-scale food preparation and menu planning;
Good knowledge of the fundamentals of nutrition and their application to the health of children;
Good knowledge of the proper procedures of sanitary food handling and storage;
Good knowledge of the purchasing, sanitation, safety procedures as they relate to a food service program;
Good knowledge in the process of personnel selection and training;
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 effectively plan and supervise the work of others;
Ability to supervise in a manner conducive to high morale and productivity;
Ability to communicate effectively both orally and in writing;
Ability to proficiently use technology devices and software;
Strong organizational skills and attention to detail;
Initiative and resourcefulness in problem solving and decision making.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree in food nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, institution management, business or closely related field and one year of experience in the same areas; OR

B) Possession of an Associate's Degree in food nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, institution management, business or closely related field and three years of experience in the same areas; OR

C) Graduation from high school or possession of an equivalency diploma and five years of experience in the areas outlined above;

ASSISTANT DIRECTOR of SCHOOL NUTRITION SERVICES-cont'd

D) An equivalent combination of training and experience as indicated by A), B), and C) above.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State will be required at time of appointment and maintained while in this title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.