

Jurisdictional Class: Competitive
EEO Category: Professional
Adopted: 04/26/2023

DIRECTOR OF SHARED FOOD SERVICE PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position has charge of the food services operation for Oneida-Herkimer-Madison BOCES Shared Food Service Programs. The work involved responsibility for administering a large-scale food service program at school districts that participate in the service. The work is performed under the general direction of the BOECS administrator. Supervisor is exercised over all food service personnel and other non-food related personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs all phases of the food service operation to assure adequate and efficient food service for students and employees;
Establishes policies and procedures for the food service program at school districts;
Supervises, leads, and supports Food Service Directors, School Dietitians, and School Lunch Managers;
Assists in the preparation and maintenance of food service budget;
Plans, directs, and participates in the in-service training programs including orientation of new personnel and continuing staff development;
Makes routine inspections of the food service operation for compliance with state, federal, and facility regulations;
Interviews vendors for the purchase of supplies and equipment;
Consults with School Dietitians regarding special diet menus;
Coordinates the food service operations with other services in the district;
Ensures the sanitary hygiene of the food service program;
Ensures maintenance of records and prepared reports;
May visit with school districts to determine the excellence of meals and service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, and procedures of managing a school food service program including program planning and budget preparation and control; Thorough knowledge of the fundamentals of nutrition and their application to the health of children; Thorough knowledge of modern methods, materials, and appliances used in large-scale food preparation and service; Thorough knowledge of sanitary aspects of food preparation and service; Good knowledge of food values and costs; Good judgement; Ability to develop and direct effective training programs; 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, the public to encourage the use of the program; Ability to supervise in a manner conducive to high morale and productivity; Ability to plan and direct a large-scale food service operation; Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in Food Service Administration, Nutrition, or a closely related field **AND** four (4) years of experience in food service in an institutional setting; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in Food Service Administration, Nutrition, or a closely related field **AND** six (6) years of experience in food service in an institutional setting; two (2) years of which shall have been in a supervisory capacity.

NOTE: Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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