

School Food Program Coordinator Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 3/2024 by HB

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered 4-year college or university with a Bachelor's Degree with specialization in foods, nutrition, culinary arts, hotel management or related field; OR
2. Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in applied science with specialization in food, nutrition, culinary arts, hotel management or related field AND 2 years of satisfactory experience in institutional management, hotel administration, or restaurant management involving large quantity food service; OR
3. Graduation from high school AND 4 years of experience in institution management, hotel administration, or restaurant management involving large quantity food service; OR
4. Any equivalent combination of experience and training as defined by the limits of (A) through (C) above.

NOTE: One (1) year of training in a college or technical institute is equivalent to 2 years of experience.

SPECIAL REQUIREMENTS:

Must be serv-safe certified at time of application or have serv-safe certification within 6 months of employment. Must maintain serv-safe certification while employed in this title.

DISTINGUISHING FEATURES OF THE CLASS:

Manages a school breakfast and lunch program, serving from 400-600 meals daily, to children and adults; does related work as required. This is an important supervisory position involving responsibility for efficiently and economically providing nutritious breakfasts and lunches for school children. Depending upon the size of the school food program, work will be performed under the direction of a school district administrator.

Plans, prepares, cooks and supervises a school breakfast and lunch program, serving from 400-600 meals to children and adults; does related work as required. This is an important supervisory position involving responsibility for efficiently and economically providing nutritious food for school children, supervising food service helpers and cooks. This position also requires that the School Food Program Coordinator assists in the preparation and cooking of the meals. Depending upon the size of the school food program, work will be performed under the direction of a school district administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, supervises, and participates in the preparation and service of breakfasts and lunches in a large school or in several small schools;

- Plans menus or recommends changes in master cycle menus with due regard for nutritional values, acceptability, and budgetary limitations;
- Determines requirements and submits requisitions for foods, supplies, and equipment;
- Prepares layouts and makes recommendations for maintenance of and additions to equipment and plant;
- Maintains approved standards of sanitation, health, and safety;
- Supervises and trains school food personnel, makes staff assignments, and evaluates work performance;
- Assists in the selection of school food program personnel;
- Receives, inspects, stores and distributes supplies, and maintains inventories and related records;
- Supervises the collection of and accounting for cash receipts;
- Makes reports relating to school food program activities;
- Provides information to school staff, students, and community agencies that will promote increased interest in the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Good knowledge of the fundamentals of nutrition and their application to the health of children and adults;
- Good knowledge of all phases of the school food program;
- Good knowledge of the principles and practices of large quantity food preparation, menu planning, cooking, purchasing, equipment selection and care, sanitary food handling and storage;
- Ability to plan and supervise the work of others;
- Ability to train personnel;
- Ability to keep records and prepare reports;
- Ability to maintain good personal relations with children and adults;
- Ability to understand and carry out oral and written directions;
- Initiative;
- Neat personal appearance;
- Tact and good judgment;
- Courtesy;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

Originally created 2/2024