

ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGER
(NY HELPS PROGRAM)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under direction, coordinates, directs and supervises operations of the food service programs of the New York City Board of Education, Office of School Food Nutrition Services (OSFNS).

Examples of Typical Tasks

Performs any or all of the following:

Supervises the day-to-day operations of all food service program field operations; supervises field personnel in all aspects of school food service administration and serves as a liaison between field supervisors and headquarters and community groups, community school superintendents, principals and parents; resolves complex problems of operational contingencies dealing with procurement, accounting, and management information; in conjunction with the Executive Director of Support Services, formulates and implements policy with particular emphasis on the development, evaluation, training, supervision, and coordination of staff; directs the researching and evaluation of new food products.

ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGER
(NY HELPS PROGRAM) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with a major in foods, culinary arts, nutrition, hotel/restaurant institutional management, baking and pastry arts, food service entrepreneurship, dietetics, food service administration, health and nutrition sciences with a concentration in foods and nutrition, or a closely related field, and four years of full-time satisfactory experience in managing a restaurant or quantity food service operation, or as a nutritionist or dietitian, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising personnel performing duties in one or more of the fields described above; or
2. An associate degree from an accredited college with a major in foods, culinary arts, nutrition, hotel/restaurant institutional management, baking and pastry arts, food service entrepreneurship, dietetics, food service administration, health and nutrition sciences with a concentration in foods and nutrition, or a closely related field, and six years of full-time satisfactory experience in managing a restaurant or quantity food service operation, or as a nutritionist or dietitian, at least eighteen months of which must have been in an administrative, managerial, executive or supervisory capacity as described in "1" above.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Administrative School Food Service Manager (10065)" as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.