

ASSOCIATE SCHOOL FOOD SERVICE MANAGER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under supervision, plans and directs the overall operation of the food service program in the public and non-public schools either within a region or within an assigned major geographic area; performs related work.

Examples of Typical Tasks

Supervises assigned personnel within assigned geographic area to ensure that timely and cost-effective meal programs are being maintained within the framework of government guidelines.

Instructs and guides School Food Service Managers in all aspects of feeding site management, menu planning, recipe standardization, determination of quantities of food stuffs required, supplies and equipment, food storage, preparation and service, and sanitation and safety.

Instructs and guides School Food Service Managers regarding Office of School Food and Nutrition Services (OSFNS) requirements for personnel training and development, compliance with collective bargaining agreements, and preparation of appropriate written documentation for scheduled disciplinary or grievance conferences. Serves as OSFNS representative to parents, students, school personnel, and community representatives.

Assists in the establishment of effective procedures in order to provide and to ensure adequate communication among the community school board members, assistant superintendents, principals, teachers, school food administrators, parents and students in the food service programs.

Monitors the implementation of the policies of the Office of School Food and Nutrition Services to ensure that the policies are being carried out and that they are effective; recommends changes whenever appropriate.

Maintains and controls the budget allocations for each feeding site within the assigned geographic area; supervises the adequacy of inventory controls; maintains and forecasts financial conditions and personnel staffing in the assigned geographic area.

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(continued)

Examples of Typical Tasks (continued)

Ensures the acceptability of the quality of food delivered to the feeding sites and compliance with the rules and regulations of the Office of School Food Nutrition Services and appropriate Federal, State and municipal mandated guidelines governing food service programs.

Conducts training workshops for School Food Service Managers and other Office of School Food Nutrition Services personnel in order to ensure the establishment and implementation of mandated Nutrition Education Committees, and to instruct and guide staff and other affected persons within the school community concerning changes in Office of School Food Nutrition Services policies or in Federal and State rules and regulations governing food service programs.

Attends and participates in periodic meetings.

Maintains and disseminates to staff updated information and regulations emanating from Federal and State agencies governing food service programs.

May, during the temporary absence of the immediate superior, perform the duties of that individual.

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 two years of full-time satisfactory experience in managing a restaurant or quantity food service operation, or as a nutritionist or dietitian, at least one year of which must have been in a supervisory capacity; or

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(continued)

Qualification Requirements (continued)

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 four years of full-time satisfactory experience in managing a restaurant or quantity food service operation, or as a nutritionist or dietitian, at least one year of which must have been in a supervisory capacity.

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 “Associate School Food Service Manager (54485)” 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.