

**ASSISTANT COORDINATOR OF NUTRITIONAL SERVICES - SCHOOLS**

**DISTINGUISHING FEATURES OF THE CLASS:** The work in this class involves the responsibility to assist the Director of Nutritional Services. An employee in this class is responsible for assisting in the efficient and economical provision of nutritious lunches for children in a school district. Incumbent will be required to follow all the Nutritional guidelines of school lunch programs; The work is performed under the administrative supervision of the Business Administrator and direction of the Director of Nutritional Services, with some leeway allowed for exercise of independent judgment in carrying out policies and establishing procedures for effective operation of the lunch program. Supervision may be exercised over the work of a large staff consisting of Cook- Managers, Cooks, Food Service Helpers and School Lunch Managers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in planning and directing operation of the school lunch program providing nutritious and palatable meals within a school district as set forth by Nutritional Guidelines of School Lunches;

Assists in coordinating the purchase of food supplies and equipment, including arranging for delivery and security;

Assisting in preparation of bid specifications and purchase orders, maintaining records and recommending the purchase or replacement of equipment;

Serves as a technical advisor in formulating plans, policies and procedures for operation of the school lunch program, and carries out established policies;

Assisting in selecting, training and supervising school lunch personnel, determining staff assignments and evaluating work performance;

Assists in establishing the annual school lunch program budget and in establishing and maintaining budget control procedures and a variety of financial recording keeping duties;

May participate in the planning of menus, adjusting/planning for any dietary restrictions and inspect preparation of food at the schools within the system;

Travel among school buildings to coordinate activities with the central administration;

May prepare, analyze and maintain a variety of records and reports related to the work;

Does related work as needed.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principals and practices of large-scale food preparation and nutritional menu planning; general understanding of nutritional components and ability to find information concerning dietary restriction information; good knowledge of the principals, practices and procedures of managing a school lunch program including program planning, budget preparation and control purchasing; good knowledge of sanitary food handling and storage; good knowledge of the fundamentals of nutrition as they apply to a school lunch program; ability to plan, assign and supervise the work of subordinates; ability to communicate clearly and effectively both orally and in writing; ability to organize; initiative; resourcefulness; tact; courtesy; integrity.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **MINIMUM QUALIFICATIONS: EITHER:**

**A.** Possession of a Bachelor's degree or higher in dietetics, nutrition or food service administration or management or a closely related field AND one (1) year of experience in institution management, hotel administration or restaurant management involving large-quantity food service preparation;

**OR:**

**B.** Possession of an Associate's degree in dietetics, nutrition or food service administration or management or a closely related field AND three (3) years of experience as defined in (A) above;

**OR:**

**C.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five (5) years of experience as defined in (A) above;

**NOTE:** Part-time or volunteer work may be prorated as appropriate toward meeting full-time experience requirements.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State Driver's License

Competitive Class

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