

NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
AMENDED: Amended September 27, 2023

**SCHOOL LUNCH DIRECTOR**

**GENERAL STATEMENT OF DUTIES:**

Plans, directs, and administers the school lunch program in a district with more than 10,000 in student enrollment, including type A and a la carte meals, to children and adults; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is administrative work involving responsibility for directing the activities of a large school lunch program. Work is performed under the direction of a school district administrator and involves carrying out policies and establishing procedures for the effective operation of the program. Supervision is exercised over the work of several school lunch managers and/or cook-managers, and other school lunch program personnel.

**EXAMPLES OF WORK: (Illustrative only)**

Plans and directs the operation of the school lunch program for all schools in the district; Serves as technical advisor, to the school administration in the formulation of policies, procedures and plans for the operation of the school lunch program and carries out the established policies; Coordinates the purchase of foods; supplies and equipment; Directs the preparation of the school lunch program budget for current and long-range expenditures and advises the administration on capital outlay for equipment; Selects school lunch personnel and is responsible for evaluating work performance; Plans for and directs the training of employees; Establishes accounting procedures and maintains records necessary for sound financial control; Prepares and analyzes reports relating to school lunch program activities; Consults with architects and builders on layouts for alteration or construction of school lunch kitchens and dining rooms; Consults with individuals and groups in the school and community and provides information which will contribute to a better understanding of the program.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of the fundamentals of nutrition and their application to the health of children; thorough knowledge of all phases of the school lunch program; thorough knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation; thorough knowledge of office management, personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training, supervisory techniques, personnel relations and community relations; ability to express ideas clearly and to write reports effectively; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Either

- A. Bachelor's degree, or equivalent educational experience, with academic major in specific areas<sup>1</sup>; OR
- B. Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR
- C. Bachelor's degree in any academic major, and at least 5 years' experience in management of school nutrition programs.

**MINIMUM PRIOR TRAINING STANDARDS:**

At least 8 hours of food safety training is required either not more than 5 years prior to the start date or completed within 30 calendar days of an employee's start date.

<sup>1</sup>Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Approved September 11, 1959

By Municipal Service Division and Bureau of Home Economics Education