September 19, 2023

MEMO: TO ALL SCHOOLS- PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy – School Lunch Director

TITLE: School Lunch Director - A Provisional Appointment (A Civil Service Exam will be required)

GENERAL STATEMENT OF DUTIES:
Plans, directs, and administers the school lunch program in a large school district serving over 3,500 meals daily, including type A and a la carte meals, to children and adults; does related work as required.

REQUIRED KNOWLEDGE, 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.

ACCEPTABLE EXPERIENCE AND TRAINING: Either
A. Bachelor’s degree, or equivalent educational experience, with academic major in specific areas1; 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 employee’s start date.

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

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

Internal applicants must submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550  OR  FAX to: 563-3468

External applicants & Certified Newburgh Substitute teachers must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MM: tc