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**NASSAU COUNTY****Title : SUPERVISOR OF DISTRICT  
SCHOOL LUNCH PROGRAM****SCHOOL DISTRICTS****Code: 610100 1FA****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Coordinates, plans, and directs all food service for a large school district or equivalent agency; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under administrative supervision, the duties involve responsibility for efficiently and economically providing nutritious meals for school children. Supervision is exercised over all managers, cooks, and other food service personnel.

**TYPICAL DUTIES**

1. Coordinates, plans, and directs the operation of a food service and school lunch program for all schools in the district or equivalent agency.
2. Sets up procedures and policies for the effective operation of the program.
3. Selects food service personnel and is responsible for training and evaluating work performance.
4. Coordinates and supervises the purchase of all foods, supplies, and equipment.
5. Supervises the maintenance of record keeping for reports relating to food service program activities.
6. Supervises the collection of and accounting for cash receipts.
7. Provides information to school staff, students, and community groups which will promote increased interest in the program.
8. Directs the preparation of the food service program budget for current and long-range expenditures and advises the administration on capital outlay for equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Extensive knowledge of the fundamentals of nutrition and their application to the health of children.
2. Extensive knowledge of all phases of the school lunch program.
3. Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage.
4. Ability to plan and supervise the work of others.
5. Ability to train personnel.
6. Ability to express ideas clearly and to write reports effectively.
7. Initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; good physical condition.

**MINIMUM QUALIFICATIONS****Training and Experience**

1. Bachelor's degree from a regionally accredited or New York State registered

college or university with major course work in dietetics, nutrition or institution management.

and

2. Four years of satisfactory experience in institution or restaurant management involving large quantity food service.

**NOTE:** Experience, as outlined above, in excess of the four-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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