



**Mayor Mike Spano**

**CITY OF YONKERS**

**Carlos Moran**  
Commissioner of Human Resources

**DEPARTMENT OF HUMAN RESOURCES**

**One Larkin Center**

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**DATE: June 21, 2018**

**FROM: Christine Dodge**  
**Deputy Commissioner of Human Resources**  
**Personnel/Human Resources**

**RE: (1) Provisional Director of School Food Service Programs**  
salary commensurate with experience

- Qualified personnel may apply by sending in a RESUME along with a written request for an interview for this position to:

**Teresa Bellino**  
**Yonkers Public Schools**  
**One Larkin Center**  
**Yonkers, NY 10701**  
**[Teresa.bellino@yonkersNY.gov](mailto:Teresa.bellino@yonkersNY.gov)**

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Directs all school breakfast and lunch programs under the Board of Education in accordance with all Federal, State, and Local laws;

Work with representatives of the individual school's staff to develop and carry out the coordinated nutrition programs for all grades;

Supervises school food service accounts and electronic and written records;

Develops cost effective menus which maintain nutritional integrity and meet Federal, State, and Local guidelines;

Manages school food service office;

Consults with Civil Service Commission relative to the selection and recruitment of personnel

and the keeping of personnel records;

Prepares bids, specifications and tests samples;

Has charge of central purchasing of food and supplies and supervises school food service purchases or problems with past purchases;

Meets with vendors to discuss possible purchases or problems with past purchases;

Conducts service training programs for school food service staff;

Determines purchase of necessary cafeteria equipment and furnishings;

Consults with architects and builders on layouts for alteration or construction of school food service kitchens and dining rooms;

Participates in the promotion and interpretation of the school food service programs;

Shares in community activities concerning nutrition education and the school food service programs.

**DIRECTOR OF SCHOOL FOOD SERVICE PROGRAMS  
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL  
CHARACTERISTICS:**

Thorough knowledge of all phases of the school food service programs;  
thorough knowledge of office management, personnel selection and training, menu planning,  
food purchasing, cost accounting and sanitation procedures; thorough knowledge of all  
phases of quantity food preparation and service;  
thorough knowledge of the Board of Education system of school food service accounting;  
thorough knowledge of the fundamentals of nutrition as they apply to a school food service  
program;  
ability to effectively operate a computer;  
ability to plan, assign, and supervise the work of others;  
ability to maintain effective working relationships;  
ability to communicate effectively both verbally and in writing;  
tact; courtesy; good judgment; resourcefulness;  
physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a NYS recognized certification for Dietitians and/or Nutritionists and three (3) years of administrative supervisory experience in large scale food management in a school or institution; or  
B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and at least 12 credit hours in nutrition or a related subject, as well as five (5) years of administrative supervisory experience in large scale food management in a school or institution; or  
C) An equivalent combination of education/training and experience as defined by the limits of (A) and (B).

**NOTE:**

A Master's Degree from a regionally accredited or New York State registered college or university may be substituted for experience on a year-to-year basis.

**SPECIAL REQUIREMENTS:**

- 1) Upon appointment, candidates must have completed 8 hours of food safety training not more than 5 years prior to their starting date.
- 2) Upon appointment, possession of a Class D Driver's License valid in the State of New York

**Note:** The Professional Standards for State and Local Nutrition Program Personnel are required by the federal **Healthy, Hunger Free Kids Act of 2010** and corresponding rules which became effective on July 1, 2015.

**PLEASE RESPOND ON OR BEFORE, July 19, 2018.**

**This position is in the competitive class. There will be a Civil Service Examination. Notices will be posted when the examination is to be held.**