

DEPARTMENT OF EDUCATION
STATE OF HAWAII
EXCLUDED MANAGERIAL

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Specifications for the:

SCHOOL FOOD PROGRAM ADMINISTRATOR

Duties Summary:

Administers a statewide school food and nutrition program, including the oversight of all aspects of the schools food service operations; provides education, training and technical assistance, and guidance to school administrators, school food service managers, and other food service personnel; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is responsible for planning, organizing, directing and coordinating the operations and activities of the various statewide school food and nutrition programs, including the production and service of United States Department of Agriculture (USDA) meal pattern lunches, breakfasts, supplementary items, and snacks. Responsibilities include planning, developing, implementing, and evaluating program goals, objectives, policies and procedures; administering and implementing new and/or revised federal, State, local policies and/or initiatives; oversees food service operations to ensure statewide compliance with federal and State laws, rules, regulations, requirements and standards; administers the USDA free and reduced price meals program; oversees the allocation and distribution of federal commodities; oversees the planning, development and analyses of standard menus to meet USDA meal pattern and nutritional requirements; assesses and establishes standards of sanitation and safety using the Hazard Analysis Critical Control Point (HACCP) plan; the planning, development and management of food services program resources including budget, staffing, food, equipment and supplies; provides in-service training to all food service personnel and ensures annual certification and continuing education requirements are maintained; serves as program resource and provides technical assistance and support to school administrators, school food service managers, and other food service staff; and plans, directs, and evaluates the work of subordinates.

The sole position in this class is located in the School Food Services Branch in the Department of Education (DOE) who serves as the School Food Authority in the State of Hawaii. This position works under the general administrative direction of the Assistant Superintendent of the Office of School Facilities and Support Services (OSFSS) and is responsible for overseeing the school food and nutrition programs which includes the National School Lunch Program, School Breakfast Program, Special

Milk Program for Children, Afterschool Snacks, Fresh Fruit and Vegetable Program, Food Distribution Program, Seamless Summer Option, Summer Food Service Program, and Child and Adult Care Food Program. In addition, this position participates in the USDA disaster relief program with the Civil Defense and Red Cross counterparts to provide meals for mass feeding.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, directs and coordinates the operation and activities of the various statewide school food programs which includes the production and service of USDA meal pattern lunches, breakfasts, supplementary items, and snacks.
2. Develops, administers and interprets all federal, state, county, department, health, and safety regulations and procedures relative to school food and nutrition programs.
3. Maintains management controls over operations to insure planned levels of accomplishment are attained; establishes operational policies and procedures based on objectives to assure efficiency within the branch; plans, develops, implements, and evaluates long-range goals and short-term objectives.
4. Oversees food service operations through subordinate supervisors; conducts inspections of food service operations to evaluate performance, compliance with policies and procedures, and compliance with standards, codes and laws; and provides technical assistance and support to those schools identified as non-compliance.
5. Administers the USDA free and reduced meals program; oversees the review and processing of applications for participation and certifies claims; plans and coordinates training sessions to explain federal food nutrition program requirements; assumes duties as the hearing official for appeals process.
6. Determines eligibility and execute agreements for Federal Commodities with all public and private schools, residential, child care, and institutions and agencies deemed eligible; plans for an equitable distribution of Federal subsidies and commodities.

7. Oversees the planning, development and analyses of standard menus to meet USDA meal pattern and nutritional requirements.
8. Ensures compliance with all applicable federal and State laws, rules, regulations, requirements and standards; provides recommendations on corrective actions to the appropriate levels of management to address reported deficiencies in meeting program requirements; and discusses findings and recommendations with auditors.
9. Develops and administers fiscal policies and internal control procedures governing program expenditures, cafeteria cash collections and meal tickers, delivery/receipt/inventory of cafeteria supplies and equipment, and other fiscal transactions of the programs.
10. Determines budgetary needs and other resource requirements (e.g. staffing, food, equipment and supplies) for all schools and supplementary feeding programs; develops the operating budget and oversees the expenditure of operating funds; prepares descriptive, statistical and financial reports for all school food and nutrition programs.
11. Collaborates with school administrators, personnel in other governmental agencies and community organizations, and the general public for the purposes planning and coordinating methods to effectively promote statewide food and nutrition programs.
12. Coordinates the planning of new cafeteria kitchens and the renovation and replacement of existing cafeteria equipment.
13. Plans, coordinates, monitors and directs the training for all food service personnel; ensures certifications and continuing education requirements of all food service personnel are maintained; and facilitates staff meetings and workshops.
14. Establishes work performance standards of subordinates and evaluates their work of performance.
15. Attends and participates in meetings, workshops and seminars; receives in-service training and continuing education; and keeps abreast of current food service trends and changes, including food safety and sanitation.

Knowledge and Abilities Required:

Knowledge of: Applicable federal and State laws, rules, regulations, requirements and standards related to various statewide food and nutrition programs, including the USDA Child Nutrition Program; principles and practices of administration,

including program planning and evaluation techniques, budget preparation and execution; principles and practices of institutional food service management including knowledge of menu planning, the procurement of food, supplies and equipment, nutrition, and safety and sanitation practices; resource planning and development including staffing, food, equipment and supplies; related services provided by other departments and agencies; effective work organization and staff utilization; and practices, methods and strategies of management, organization and supervision; problem solving; and report writing.

Ability to: Effectively and efficiently plan, organize and direct the function and activities of a comprehensive school food and nutrition programs; evaluate the effectiveness of programs and provide sound analysis, solution, and direction to achieve program goals and objectives; read, interpret and apply all laws, rules, regulations, requirements and standards, policies and procedures applicable to statewide school food services programs; ensures statewide compliance with all applicable laws, rules, regulations and requirements; develop and execute rules, regulations, policies and procedures; prepare and administer an operating budget; prepare and present comprehensive oral and written reports; communicate effectively with all levels within the department, including external customers and business associates; and supervise and evaluate the work of others.

Minimum Qualification Requirements:

Education Requirements:

Graduation from an accredited four (4)-year college or university with a bachelor's degree in food and nutrition, foodservice management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible professional experience of the kind and quality described and in the amounts as indicated below.

Specialized Experience: Five (5) years of responsible professional work experience in food service management which demonstrated knowledge of menu planning, institutional food preparation, procurement, purchasing of food, supplies and equipment, financial management, nutrition, safety and sanitation practices, effective work organization, staff utilization and report writing preferably in an education program, agency, or system.

Supervisory Experience: Three (3) years of professional work experience which involved supervising a professional staff and included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3)

advising them on difficult problem areas; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: One (1) year of professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Non-Qualifying Experience:

1. Experience in the management of a fast-food operation serving a limited and unchanging daily menu, such as chicken, hamburgers, fish or pizza or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying. Such experience affords little opportunity to deviate from a limited menu and preparation techniques and does not provide the applicant with management knowledge and skills required in a large scale food services operation serving a varied menu.
2. Experience in a limited area of food services management, such as having primary responsibility for purchasing and supplying as a food and beverage manager.
3. Experience in a food services operation which, although representing considerable responsibility, does not provide experience in and knowledge of all areas of food services management.

Substitutions Allowed:

A Master's degree in the field of Food Services System Management from an accredited college or university may be substituted for one (1) year of the Specialized Experience. The education must have provided knowledge of food services management principles and practices including knowledge of menu planning, food and supply purchasing, fiscal management, nutrition, safety and sanitation practices; and effective work organization and staff utilization.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

License Requirement:

Possession of a valid State of Hawaii driver's license, Class 3.

Certification Requirement:

Possession of a valid Food Safety Certificate for Managers from any one (1) of the following agencies or as determined by the Department of Education:

- A. Hawaii State Department of Health
- B. ServSafe
- C. National Registry of Food Safety Professionals

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

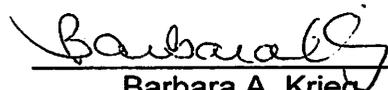
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

This is an amendment to the specifications for the class, SCHOOL FOOD PROGRAM ADMINISTRATOR that was approved on October 31, 2016.

SIGN DATE: 12/21/16

EFFECTIVE DATE: DEC 21 2016



Barbara A. Krieg
Assistant Superintendent
Office of Human Resources