

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 school 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; overseeing food service operations to ensure statewide compliance with federal and State laws, rules, regulations, requirements, and standards; administering the USDA free and reduced price meals program; overseeing the allocation and distribution of federal commodities; overseeing the planning, development, and analyses of standard menus to meet USDA meal pattern and nutritional requirements; assessing 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; providing in-service training to all food service personnel and ensuring annual certification and continuing education requirements are maintained; serving as program resource and provides technical assistance and support to school administrators, school food service managers, and other food service staff; and planning, directing, and evaluating the work of subordinates.

The sole position in this class is located in the School Food Services Branch in the Department of Education (DOE), which 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 Facilities and Operations (OFO) 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, including 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 ensure 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 the appeals process.
6. Determines eligibility and executes 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 patterns 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 of 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 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, food service 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: Two (2) years of professional work experience which involved supervising 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: Two (2) years 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 the 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:

Substitutions for Education:

1. Graduation from an accredited four (4)-year college or university in any academic major and at least five (5) years of experience in the management of school nutrition programs; OR
2. Graduation from an accredited four (4)-year college or university in any academic major and a State-recognized certificate for school nutrition directors.

Substitutions for Experience:

The possession of one (1) of the following may be substituted for one (1) year of the Specialized Experience:

1. A master's degree from an accredited college or university in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field which provided the applicant with the knowledge as described in the above Specialized Experience; OR
2. Currently registered by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).

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 to conclusively demonstrate the ability to perform the duties of the position.

License Requirement:

Possession of a valid license to drive in the State of Hawaii.

Certification Requirement:

Possession of a valid certification from an organization accredited by the American National Standards Institute (ANSI) or equivalent, as determined by the Hawaii Department of Education, that demonstrates completion of at least eight (8) hours of food safety training not more than five (5) years prior to the date of appointment.

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 the 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 minimum qualifications for the class, SCHOOL FOOD PROGRAM ADMINISTRATOR, that was approved on December 21, 2016.

DATE APPROVED: Feb 4, 2022


Sean Bacon (Feb 4, 2022 17:42 HST)

EFFECTIVE DATE: 02/01/2022

Sean Bacon
Interim Assistant Superintendent
Office of Talent Management