

## **ASSISTANT SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting a School Lunch Manager in the management of a school lunch program. In the absence of the School Lunch Manager, the incumbent may assume overall responsibility for the school lunch program or they may assume specific additional responsibilities for the program. Direct supervision is exercised over school lunch program personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and assists food service helpers, cooks and others in the preparation of meals to ensure that the menu plan is followed and proper preparation techniques are utilized; Supervises the service of food to ensure correct portions are served and proper food temperature and conditions are maintained on the serving line; Oversees the storage of food and supplies to ensure that proper storage techniques are maintained; Supervises the cleaning of all food storage, preparation and service areas to ensure that these areas are maintained in a clean and sanitary condition; Maintains a variety of records related to the food service operation; Trains food service staff in food preparation, food service, cleaning and sanitation procedures and other food service activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of large quantity food preparation and sanitary food handling and storage; Working knowledge of the fundamentals of dietetics; Good knowledge of all phases of the school lunch program; Ability to plan and supervise the work of others; Ability to train personnel; Ability to keep records and prepare reports; Ability to maintain good personal relations with children and adults; Ability to understand and carry out oral and written directions; Initiative; Neat personal appearance; Tact and good judgment; Courtesy; Resourcefulness; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma recognized by the NYS Department of Education; AND

A. Graduation from a college with an Associate's Degree in Hotel or Restaurant Management, Food Service Administration, Dietetics, Nutrition or related field and two years of full time experience or its part time equivalent in large scale food preparation which includes one year of supervisory experience; OR

B. Four years of full time experience or its part time equivalent in large scale food preparation which includes one year of supervisory experience, OR

C. An equivalent combination of training and experience as indicated in A and B above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 9/1/00

Reviewed 6/2/08; 12/3/09

Revised 4/14/16; 2/24/25