

## **SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches for school children by managing a school lunch program. Depending upon the size of the school lunch program, work may be performed under the direction of a school district administrator or other administrative person. Direct supervision is exercised over the work of other school lunch program personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Plans and supervises the preparation and service of lunches; Plans menus or recommends changes in master menus with due regard for nutritional values, acceptability and budgetary limitations; Determines requirements and submits requisitions for foods, supplies, and equipment; Prepares layouts and makes recommendations for maintenance of and additions to equipment and plant; Maintains approved standards of sanitation, health and safety; Supervises and trains school lunch personnel, makes staff assignments and evaluates work performance; Assists in the selection of school lunch personnel; Receives, inspects, stores and distributes supplies and maintains inventories and related records; Supervises the collection of and accounting for cash receipts; Makes reports relating to school lunch program activities; Provides information to school staff, students and community agencies which will promote increased interest in the program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the fundamentals of nutrition and their application to the health of children; Good knowledge of all phases of the school lunch program; Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage; 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 four-year college with a Bachelor's Degree in Hotel or Restaurant Management, Food Service Administration, Dietetics, Nutrition or related field and one year of experience in institution management, hotel administration or restaurant management involving large quantity food service which shall involve supervision of subordinates; **OR**
  - B. Graduation from a two-year college with an Associate's Degree in Hotel or Restaurant Management, Food Service Administration, Dietetics, Nutrition or related field and three years of full time experience or its part time equivalent in large-scale food preparation which includes one year of relevant experience in school nutrition programs which shall involve supervision of subordinates; **OR**
  - C. Five years of full time experience or its part time equivalent in large scale food preparation which includes three years of relevant experience in school nutrition programs which shall involve supervision of subordinates; **OR**
  - D. An equivalent combination of training and experience as indicated in A, B or C above.

**NOTE:** At least 8 hours of food safety training is required, with not more than 5 years prior to the appointment date or completed within 30 days after.

**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.

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