

SCHOOL LUNCH MANAGER

Code No.: 5-19-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches to school children. Incumbents are involved in managing a school lunch program in a large school or several small schools including Type A and a la carte meals. Direct supervision is exercised over school lunch personnel. Direct supervision is received from School Lunch Director or a school district administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the preparation and service of lunches in a large school or in several small schools;

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 KNOWLEDGES, 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, plus; EITHER:

- (A) Four (4) years of experience working in a service or supervisory capacity in food administration, nutrition, dietetics or food preparation on a large scale, OR;
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Food Service Administration, Food Service Management or a closely related field plus two (2) years as described in (A), OR;
- (C) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Food Service Management, Food Service Administration or closely related field, OR;
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 12, 1981

W.P.

Reviewed: 9/24/86