

SCHOOL LUNCH SUPERVISOR

Code No. 5-19-030
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for directing the activities of a school lunch program. Duties involve carrying out policies and established procedures for the effective operation of the program. Duties also involve assisting in the planning, direction and administration of a school lunch program. The employee reports directly to, and works under the general supervision of a School Lunch Director or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans and directs the operation of a school lunch program for several schools in the district;

Assists with the formulation of policies, procedures and plans for the operation of a school lunch program and carries out the established policies;

Assists in coordinating the purchase of foods, supplies and equipment;

Assists with the preparation of a school lunch program budget for current and long range expenditures;

Assists in maintaining records necessary for sound financial control;

Prepares reports relating to school lunch program activities;

Consults on layouts for school lunch kitchens and dining rooms;

Plans for and directs the training of employees;

Consults with individuals or groups in the school and community and provides information which will contribute to the proper understanding and promotion of the program.

FULL PERFORMANCE KNOWLEGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the fundamentals of nutrition and their application to the health of students; good knowledge of all phases of a school lunch program; good knowledge of institutional administration including purchasing, sanitation, safety, equipment selection and operation; good knowledge of office management; personnel selection and training; good knowledge of school business procedures; ability to develop effective employee training, supervisory techniques, personnel relations and community relations; ability to express ideas clearly and to write reports effectively; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Food Service Management, Dietetics, Nutrition, Culinary Arts or any other food service or culinary field plus two (2) years paid full-time or its part-time equivalent experience in food service management in an institutional setting; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Management, Dietetics, Nutrition, Culinary Arts or any other food service or culinary field plus four (4) years paid full-time or its part-time equivalent experience described in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the positions.

Monroe County Civil Service Commission

ADOPTED: 8/13/69

REVISED: May 9, 2002

REVISED: May 6, 2021