

## **ASSISTANT SCHOOL LUNCH MANAGER**

Code No. 5-01-099  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists in the supervision of food services to efficiently and economically provide nutritious lunches to school children. The employee is responsible for overseeing the daily operations of school kitchens and cafeterias, while monitoring and reviewing procedures and practices. Additional duties include managing, coordinating, and inventorying food, supplies, and materials. The employee reports directly to, and works under the general supervision of, a School Lunch Manager 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.)

Assists with planning and supervising the preparation and service of lunches in a large school or in several small schools;

Assists with creating menus with due regard for nutritional values, acceptability, and budgetary limitations;

Maintains approved standards of sanitation, health, and safety;

Assists with managing, coordinating, inventorying, and tracking necessary supplies, goods, foodstuffs, and other related materials.

Communicates with Cook Managers to ensure prompt delivery of foodstuffs and supplies by vendors and expedites delivery of prepared meals to schools in a safe manner;

Assists in the selection of school lunch personnel;

Trains school lunch personnel and ensures employees have necessary resources;

Supports the School Lunch Manager in the supervision of Cafeteria Managers, Cook Managers, and other food service personnel;

Receives, inspects, stores and distributes supplies and maintains inventories and related records;

Assists in making reports relating to school lunch program activities;

Provides information to school staff, students, and community agencies which will promote increased interest in the program;

Acts in place of the School Lunch Manager by managing a kitchen as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the fundamentals of nutrition and their application to the health of children; working knowledge of all phases of the school lunch program; working 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 train personnel; ability to keep records and prepare reports; ability to maintain good personal relations with students and adults; ability to understand and carry out oral and written directions; good judgment; 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) Graduation with an Associate's degree in Food Service Administration, Food Service Management or a closely related field; OR,
- (B) Two (2) years full-time or its part-time equivalent experience working in food administration, nutrition, dietetics, or food preparation on a large scale; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (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:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** February 6, 2025