

## **SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent manages a school lunch program in a large school or several small schools serving from 500 to 2,000 meals daily, including type A and a la carte meals, to children and adults. This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches for school children. Depending upon the size of the school lunch program, work may be performed under the direction of a school lunch director or a school district administrator. Immediate or general supervision is exercised over the work of one or more cook managers and other school lunch program personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans and supervises the preparation 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 limitation;
- 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;
- Maintains inventories and related records of supplies;
- 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;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the fundamentals of nutrition and their application to the health of children;

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- 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;
- Good knowledge of personal computers and office equipment;
- Ability to plan and supervise the work of others;
- Ability to train personnel;
- Ability to keep records and prepare reports;
- Ability to maintain good working relationships with children and adults;
- Ability to understand and carry out oral and written directions;
- Initiative;
- Neatness;
- Good judgment;
- Tact and courtesy;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with specialization in foods, nutrition and institution management; **OR**
- B. Possession of an Associate's Degree in applied science issued after completion of a two year course in a technical institute with specialization in foods, nutrition and institution management and four (4) years of satisfactory fulltime paid experience in institution management, hotel administration or restaurant management involving large quantity food service; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory fulltime paid experience in institution management, hotel administration or restaurant management involving large quantity food services; **OR**
- D. Any equivalent combination of experience and training as described in (A), (B) and (C) above.

NOTE: One year of training in a college or technical institution is equivalent to two years of experience.

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