

ASSISTANT SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving assisting with responsibility for efficiently and economically providing nutritious meals and snacks for school students. Work is performed under the general supervision of a school lunch manager and school district administrators. Direct supervision is exercised over the work of food service staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Evaluates master menus and makes recommendations ensuring high quality, high food value, nutritious and appetizing food is prepared and offered;

Provides professional development, training, teaching and supportive oversight to employees in the preparation and service of lunches in a school or school district, including recipe preparation, skills based learning and recipe production;

Assists in providing supervision to staff, with constructive feedback, benchmarks, and innovative strategies that encourage continuous improvement in employee performance;

Assists in ensuring that approved standards of sanitation, health and safety are maintained;

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

Promotes participation and school community involvement in nutrition awareness and school food program through marketing, taste tests, student involvement, etc.;

Attends conferences, training programs, and other professional development to remain current on nutrition matters;

Performs a variety of related activities, as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

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 working relationships with children and adults; ability to understand and carry out oral and written directions; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness.

SCHOOL LUNCH MANAGER (cont'd)

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or higher in a field or fields related to foods, nutrition and/or institution management, or similar field and two (2) years of experience in food service system management and large scale food preparation, as well as staff development and supervision, in a commercial or institutional environment; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of experience in food service system management and large scale food preparation, as well as staff development and supervision, in a commercial or institutional environment; or
- c) An equivalent combination of experience and training as indicated above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Familiarity with the United States Department of Agriculture (USDA)'s Child Nutrition (CN) programs, including recipe database and labeling.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.