

SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: 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. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
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 completion of sixty (60) college credits in applied science or in a field or fields related to foods, nutrition and institution management, or similar field and two (2) years experience in institution management, hotel administration or restaurant management involving large quantity food service; or
- b) Completion of a two (2) year course in a technical institute with specialization in foods, nutrition and institution management and two (2) years experience in institution management, hotel administration or restaurant management involving large quantity food service; 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.