

Department: School Districts
Classification: Competitive
Grade:

SPEC DISK B4
DOCUMENT 71

SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Manages a school lunch program in a large school or several small schools serving from 500 to 2000 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. The incumbent does 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 limitation;
- Determines requirements and submits requisitions for food, supplies and equipment;
- Prepares layouts and makes recommendations for maintenance of and additions to equipment and plants;
- 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.

FULL PERFORMANCE KNOWLEDGE, 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 personal relations with children and adults; ability to understand and carry out oral and written directions; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Dietary, Nutrition Technology, Food Service Administration or Management; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Dietary, Nutrition Technology, Food Service Administration or Management and four years of satisfactory experience in institution management, hotel administration or restaurant management involving large quantity food service; or

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- (c) Graduation from high school or possession of an equivalency diploma and eight years of satisfactory experience in institution management, hotel administration, or restaurant management involving large quantity food service; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

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

REVISED: 04/18/89