

SCHOOL LUNCH MANAGER

GENERAL STATEMENT OF DUTIES: Manages a school lunch program in a large school or several small schools serving type A and a la carte meals, to children and adults; does related work as required.

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. Direct or general supervision is exercised over the work of one or more Cook-Managers or Cooks, and other school lunch personnel.

EXAMPLES OF WORK: (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 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, prepares 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;

Prepares reports relating to school lunch program activities;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of nutrition and its 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 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; good judgment; courtesy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of an equivalency diploma and eight years of experience in institutional management, hotel administration or restaurant management or in a school cafeteria involving large quantity food service; or (b) Possession of an associate degree in applied science issued after completion of a two year course in a technical institute with specialization in foods, nutrition and institutional management and four years of satisfactory experience in institutional management, hotel administration, restaurant management or in a school cafeteria involving large quantity food service; or (c) Graduation from a four-year course from a college or university recognized by the University of the State of New York with specialization in foods, nutrition and institution management; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: One year of specialized training in a college or technical institute is equivalent to two years of experience in institutional management, hotel administration, restaurant management, or in school cafeteria.

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.