

## **SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** Manages school lunch program in a large school/district or several small schools/districts serving from 4,000 to 9,500 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 schoolchildren. 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. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and supervises the preparation and service of lunches in a large school/district or in several small schools/districts;

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.

### **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.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in foods, nutrition, institution management or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in foods, nutrition, institution management or closely related field and four years of experience in institution management, hotel administration, or restaurant management involving large quantity food service; OR
- C) Eight years of experience in institution management, hotel administration, or restaurant management involving large quantity food service; OR
- D) An equivalent combination of training and experience as indicated between the limits of A), B), and C) above.

NOTE: Two years of experience is equivalent to one year of education.