

Jurisdictional Class: Competitive
Adopted: July 18, 1994
Revised: March 21, 2016

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. The incumbent of this position does not serve as the school district's designee for this function to the New York State Education Department. 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;
May supervise the preparation and service of breakfast in schools operating a breakfast program;
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;
Creates and completes 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 & 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;
Sound judgment.

School Lunch Manager

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in foods, nutrition, institutional 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, including twelve (12) semester credit hours in nutrition, food service, institutional management, or closely related field, or a certificate of completion from a two (2) year course in a technical institute with specialization in foods, nutrition, institutional management, or closely related field and four (4) years experience in quantity food service; or
- (c) Eight (8) years of experience as defined in (b) above; or
- (d) An equivalent combination of training and/or experience as indicated in (a), (b), or (c) above.

NOTE: One (1) year of training in a college or technical institute in food, nutrition, and institution management may be substituted for two (2) years of experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.