

## SCHOOL LUNCH MANAGER

**GENERAL STATEMENT OF DUTIES:** Manages a school lunch program in a large school or several small schools serving from 500 to 2,000 meals daily, including type A and ala 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. Immediate or general supervision is exercised over the work of one or more cook-managers and other school lunch program 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 nutritional values, acceptability and budgetary limitation;
- 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.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** 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; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

**Either (A)** Four years of experience in institution management, hotel administration or restaurant management involving large quantity food service and graduation from a standard senior high school;

**Or (B)** Two years of satisfactory experience in institution management, hotel administration or restaurant management involving large quantity food service and 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 institution management;

**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)** Any equivalent combination of experience and training.

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

### Competitive Class