

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. Work may be performed under the direction of the School Business Manager or other administrative personnel. Work is normally reviewed by oral reporting as well as simple written and statistical reports. 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: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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 limitations;

Determines requirements and submits requisitions for food, supplies and equipment;

Maintains an inventory of all food and supplies;

Maintains approved standards of sanitation and safety;

Supervises and trains school lunch personnel, makes staff assignments and evaluates work performance;

Prepares reports and maintains records relating to school lunch activities;

Assists in the selection of school lunch personnel;

May prepare layouts and make recommendations for maintenance of, and additions to, equipment and plant;

May receive, inspect, store and distribute supplies;

May supervise the collection of, and accounting for, cash receipts;

May provide information to staff, students and community agencies that will promote increased interest in the program.

FULL PERFORMANCE KNOWLEDGES, 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,

equipment care, sanitary food handling and storage; ability to plan and supervise the work of others; ability to train personnel; ability to maintain 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 courtesy; good judgment; 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 with a Bachelor's Degree in Applied Science with specialization in foods, nutrition and institutional management and two (2) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Applied Science with specialization in foods, nutrition and institutional management and four (4) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- C. Graduation from high school and six (6) years of full-time paid experience, or its' part-time equivalent, in institutional management, hotel administration or restaurant management involving large quantity food service; **OR**
- D. An equivalent combination of training and experience as indicated in A, B, or C above.

Note: One year of training in a technical institute dealing with food preparation is equal to one year of college.

ULSTER COUNTY
5770 SCH LN MGR
Classification: Competitive
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Revised: November 25, 1992