

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SCHOOL LUNCH MANAGER**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **5/13 (Note)**
Jurisdictions: **Schools**
Union Status:
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing a school lunch program in a large school district or several small schools serving from 500 to 2,000 meals daily including Type A and ala carte meals. Work is performed under the general direction of a School Business Manager. 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: (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.

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; tact; good judgment; resourcefulness.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree relating to culinary or restaurant management, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in culinary or restaurant management involving large quantity food service; **OR**
- (C) Six (6) years of experience in culinary or restaurant management involving large quantity food service; **OR**

Last Reviewed: n/a
Last Updated: 5/13 (Note)
Reviewed By: n/a
Last Reallocated: n/a

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- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

NOTE: One (1) year of training in a culinary institute or technical school is equivalent to two (2) years of college or experience.