

## SCHOOL LUNCH MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing the activities of a large school lunch program. Work is performed under the general direction of a school district administrator and involves carrying out policies and establishing procedures for the effective operation of the program. Supervision is exercised over the work of Cooks and other food service program personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans and directs the operation of the school food service program for all schools in the district;

Plans and writes all menus, develops standardized recipes for all items served;

Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of the school lunch program and carries out the established policies;

Coordinates the purchase of foods, supplies and equipment;

Directs the preparation of the food service program budget for current and long-range expenditures and advises the administration on capital outlay for equipment;

Selects food service program personnel and is responsible for evaluating work performance;

Plans for and directs the training of employees;

Establishes accounting procedures and maintains records necessary for sound financial control;

Prepares and analyzes reports relating to food service program activities;

Consults with individuals and groups in the school and community and provides information which will contribute to a better understanding of the program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the fundamentals of nutrition and their application to the health of children;

Thorough knowledge of all phases of the school lunch program;

Good knowledge of institution administration including purchasing, sanitation, safety, equipment selection and operation;

Good knowledge of office management, personnel selection and training;

Good knowledge of school business procedures;

Ability to plan and supervise the work of others;

Ability to keep and prepare reports;

Ability to maintain good personal relations with children and adults;

Ability to understand and carry out oral and written directions;

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 or university with a bachelor's degree in Food Service Management or Institutional Food Management and two years experience in large scale food management; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six years experience in large scale food management; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).