

## SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving responsibility for efficiently and economically providing type A and a la carte meals to students and adults in a school district. The work may be performed under the direction of a School Food Service Director or a School District Administrator. The incumbent of this position may 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 School Lunch Cooks and Food Service Helpers. A School Lunch Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Manages and supervises the production and operation for the high school and the expanded lunch program;
- Recommends changes in master menus with due regard for acceptability and feasibility of preparation;
- Determines requirements and submits requisitions for foods, supplies, and equipment;
- Receives, inspects, stores, and distributes supplies and maintains inventories and related records;
- Controls the usage of all supplies;
- Assigns all work schedules and updates as needed;
- Supervises and trains school lunch personnel and evaluates work performance;
- Assists in the selection of school lunch personnel;
- Maintains all sanitation and safety levels as required of State and local Board of Health codes;
- Responsible to school principal, superintendent, and/or supervisor for reporting all needed repairs, cleaning, etc.;
- Supervises the collection of and accounting of cash receipts;
- Prepares reports and records pertaining to payroll, personnel evaluation and rating sheets, and supervises the preparation of any other reports as required;
- Maintains a current filing system as directed by State and Federal laws.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the fundamentals of nutrition; 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, 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 personnel relations; ability to understand and carry out oral and written directions; initiative; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and one (1) year of full time supervisory level experience in the large scale preparation and serving of food;

OR

B) Possession of an Associate Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and three (3) years of experience in the large scale preparation and serving of food, two (2) years of which must have been in a supervisory level position;

OR

C) Graduation from a high school or possession of a high school equivalency diploma and five (5) years of full time experience in the large scale preparation and serving of food, three (3) years of which shall have been in a supervisory level position.

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 New York State Civil Service website. You must pay the required evaluation fee.

NOTE: Effective July 1, 2015, if an incumbent in this position shall be designated as the School Nutrition Program Director, the incumbent must meet the professional standards established by Public Law 111-296 and defined by 7 CFR Parts 210 and 235.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:**

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

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