

Civil Division: BOCES; Schools  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 09/18/06

### **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 and adults in a large school, or several small schools, serving 500 - 2,000 meals daily, including type A and a la carte meals. 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. Direct or general supervision is exercised over the work of one or more Cook/Managers and other school lunch program personnel. The incumbent performs 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 limitations;  
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; neat personal appearance; tact and good judgment; courtesy; resourcefulness.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition or food service administration or management or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in dietetics, nutrition or food service administration or management or a closely related field, **AND** two (2) years experience in institution management, hotel administration or restaurant management involving large-quantity food service; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience, as defined in (B) above.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 1980's  
Revised: 06/07/92; 07/16/92; 06/07/96; 09/18/06