

## **GENESEE COUNTY**

### **SCHOOL LUNCH MANAGER (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches for school children. 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. 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:**

Plans, supervises, and performs in the preparation and service of lunches in a large school or in several small schools serving from 500 and 2,000 meals daily, including type A and ala carte meals;

Plans menus or recommends changes in master menu 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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR 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

CONTINUED.....

## **SCHOOL LUNCH MANAGER (HELP Program)**

Page 2

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.

### **MINIMUM QUALIFICATIONS:**

#### **EITHER:**

- A. Possession of a Bachelor's degree or higher in food service administration or similar field;

#### **OR:**

- B. Possession of an Associate's degree with specialization in food service administration or similar field, AND two (2) years of supervisory experience in institutional food service;

#### **OR:**

- C. Four (4) years of supervisory experience in institutional food service,

#### **OR:**

- D. Any equivalent combination of training and experience as set forth in A, B, or C above.

**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 internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class  
Adopted 11/27/24