

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT SCHOOL LUNCH MANAGER

TITLE #: 1057

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting the School Lunch Manager in the daily operation of a school lunch program. The incumbent performs general clerical work and assists in the supervision and scheduling of staff and recruitment of cafeteria substitutes. Work is performed under the general supervision of the School Lunch Manager with leeway permitted to exercise independent judgment in carrying out the details of the work. Directs and oversees the work of subordinate food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees that all meals are served in a timely fashion in accordance with government guidelines;

Assists in staffing, preparing schedules and rotations of staff for the school lunch program and banquets and special functions;

Completes a variety of paperwork, including but not limited to, daily participation counts; free and reduced accountability, bank deposits, menus, inventory reports, nutritional breakdown sheets and production reports;

Assists in recruiting, interviewing, training, and evaluating cafeteria substitutes;

Reassigns staff to different schools as needed to fulfill staffing requirements;

Prepares food orders based on menus prepared by the School Lunch Manager;

Assists in the purchase and evaluation of equipment;

Coordinates the catering of all special District-wide functions such as breakfasts, banquets and conferences;

Performs general clerical work as required by the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business math and English; working knowledge of the operation of a school lunch program including approved methods of food service, staffing, purchasing, and equipment selection and care; ability to plan and oversee the work of others; ability to train personnel; ability to maintain good personal relations with adults and children; ability to keep records and prepare reports; ability to communicate, both orally and in writing; clerical aptitude; computer literacy; neat personal appearance; honesty; reliability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in Food Service Management, Food Service Administration, Nutrition or related field; OR
- (B) Graduation from a post secondary vocational institute with a certificate specializing in food service administration or nutrition and one (1) year of experience in a large-scale commercial or institutional food service establishment that shall have included scheduling of staff and ordering of supplies; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience as outlined in (B) above.

NOTE: Institutional food service includes organizations such as schools, business cafeterias, hospitals, nursing homes, or governmental organizations. Large scale commercial food service operations include organizations serving 500 to 2,000 meals daily. Restaurants and fast food type establishments do not qualify as an institutional or large commercial food service operation.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 11/27/12 AT