

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

CLASS TITLE: SCHOOL LUNCH MANAGER

TITLE #: 1560

DISTINGUISHING FEATURES OF THE CLASS: This is an important position which involves responsibility for planning, organizing and supervising an efficient and economical school meal program in a healthful and safe environment. This work is carried out in accordance with established policies and procedures under the general direction of a senior school administrator. Direct and general supervision is exercised over subordinate food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the preparation and service of breakfast and lunch in a school district;

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, trains and evaluates school food service personnel;

Receives, inspects, stores and distributes supplies and maintains inventories and related records;

Prepares and reviews bids for food, supplies and equipment;

Supervises the collection of and is responsible for accounting of all cash receipts;

Prepares reports and budgets relating to school meal program activities;

Provides information to school staff, students and community agencies that will promote increased interest in the program;

Administers federally subsidized school meal program;

May be required to prepare and maintain personnel and payroll information;

May be responsible for the preparation and cooking of a variety of food items as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the fundamentals of nutrition and its application to the health of children; good knowledge of all phases of the school meal program; good knowledge of the principles and practices of institutional food preparation, menu planning, purchasing, equipment selection and care, sanitation 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; 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 a Bachelor's degree in Food Service Management, Food Service Administration, Nutrition or a related field and one (1) year of experience as the manager or administrator of an institutional or large commercial food service operation; OR
- (B) 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 a related field and three (3) years of experience as outlined in (A) above; OR
- (C) Graduation from a post secondary vocational institute with a certificate specializing in food service administration or nutrition and four (4) years of experience as outlined in (A) above; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) 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