

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: 06/22/2007

SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for administering a multiple-site food service according to policies, procedures, and federal/state requirements. Responsibilities include developing and maintaining high standards of food preparation and service with emphasis on menu appeal and nutritional value; establishing and maintaining high standards of sanitation and safety; maintaining records of income and expenditures, food, supplies, personnel and equipment; and facilitating cooperation with education partners such as administrators, teachers, parents and students. The incumbent supervises and trains food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

1. Plans and analyzes menus for all schools in the district to ensure that USDA Meal Pattern and nutritional requirements are met;
2. Plans menu adaptations for children with special needs;
3. Maintains a purchasing system consistent with USDA and state purchasing guidelines;
4. Enforces federal and state regulations regarding nutritional standards, reports and records;
5. Prepares and maintains all records for required audits and reviews;
5. Oversees the administration of the district's free and reduced price meals program according to federal regulations;
6. Prepares, monitors and administers the food services budget including analyzing revenue sources and approving all program expenditures;
7. Assesses customer preference, industry trends and current research to develop a long-range plan that facilitates continuous program improvement;
8. Maintains an efficient food service operation and a high-quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel;
9. Coordinates all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider;
10. Ensures that established sanitation and safety standards are complied with;
11. Develops a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community;
12. Supervises and trains school lunch personnel, assigns staff and evaluates work performance;
13. Assists in the selection of school lunch personnel;
14. Receives, inspects, stores and distributes supplies and maintains inventories and related records;
15. Supervises the collection of and accounting for cash receipts;
16. Prepares reports relating to school lunch program activities.

FULL PERFORMANCE KNOWLEDGES, 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 and requirements; good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage; basic computer skills; ability to utilize a personal computer and current software applications at an acceptable rate of speed and accuracy; ability to interpret a nutrient analysis spreadsheet; ability to plan and supervise the work of others and to motivate personnel; ability to train personnel; ability to maintain 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 duties of the position.

MINIMUM QUALIFICATIONS:

Graduation for high school or possession of an equivalency diploma;

AND: 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 foods and nutrition, food service, nutritional management or closely related field;

OR: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in foods and nutrition, food service, nutritional management or closely related field and three (3) years of experience in administering a nutrition program or quantity food services, two (2) years of which must have been in a supervisory capacity;

OR: Five (5) years of experience in administering a nutrition program or quantity food services, two (2) years of which must have been in a supervisory capacity.