

## **SCHOOL LUNCH MANAGER**

**DEPARTMENT:** Tioga County School Districts  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Varies by location  
**ADOPTED:** 9/11/59; Revised 5/97, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches for school children. The incumbent performs a wide variety of duties related to the effective operation of a school lunch program. Depending upon the size of the school lunch program, work may be performed under the general supervision of a school lunch director or a school district official. Direct 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:** (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 consideration for nutritional values, acceptability and budgetary limitation;
- 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 school lunch program;
- May assist in the preparation and service of meals.

**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 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; resourcefulness; physical condition commensurate with demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

#### **OPEN COMPETITIVE**

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in foods, nutrition, institutional management or closely related field; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in foods, nutrition, institution management or closely related field AND two years of full-time paid experience or its part-time equivalent involving large quantity food service; **OR**

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- c) Graduation from high school or possession of a high school equivalency diploma AND four years of full-time paid experience or its part-time equivalent involving large quantity food service; **OR**
- d) An equivalent combination of training and experience as indicated by the limits of (a), (b) and (c) above.

**NOTE:** One year of training in a college or technical institute is equivalent to two years of experience.

### PROMOTIONAL

Candidates must be permanently employed in the competitive class in Tioga County and must have served continuously on a permanent basis for 24 months immediately preceding the date of the written test as a cook or cook-manager.

**SPECIAL NOTE:** Any person, otherwise meeting the requirements for an examination, who was laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their current employment and/or the title and location of their last permanent employment in the municipality.