



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	SCHOOL LUNCH MANAGER
Jurisdictional Class:	Competitive
Civil Division:	County Schools
Adoption: CSM	11/01/75
Revised: CSM	08/13/03

DISTINGUISHING FEATURES OF THE CLASS:

Manages a school lunch program in a large school or several small schools serving from 500 to 2,000 meals daily, including Type A and ala carte meals, to children and adults; does related work as required. 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.

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 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 that will promote increased interest in the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 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 or New York State registered 4-year college or university with a Bachelor's Degree with specialization in foods, nutrition, culinary arts, hotel management or related field; OR

(B) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in applied science with specialization in food, nutrition, culinary arts, hotel management or related field AND 2 years of satisfactory experience in institutional management, hotel administration, or restaurant management involving large quantity food service; OR

(C) Graduation from high school AND 4 years of experience in institution management, hotel administration, or restaurant management involving large quantity food service; OR

(D) Any equivalent combination of experience and training as defined by the limits of (A) through (C) above.

NOTE: One (1) year of training in a college or technical institute is equivalent to 2 years of experience.