

Jurisdiction: Ithaca City School District  
Jurisdictional Class: Competitive  
Adopted: 09/11/82  
Revised: 01/10/18, 09/07/22

## **SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves managing a lunch program in a large school or several small schools serving 500 to 2,000 Type A and a la carte meals daily. The incumbent is responsible for efficiently and economically providing nutritious lunches for school children. The work is performed under the general supervision of a School Lunch Director in accordance with established policy with wide leeway provided for the exercise of independent judgment in the planning, implementing and overseeing school lunch program operations. General supervision is exercised over the work of Cooks and other school lunch program personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and supervises the preparation and service of breakfasts and lunches in a large school or in several small schools;

Plans menus with due regard for nutritional values, cost efficiency and budgetary limitations;

Determines requirements and submits requisitions for foods, supplies and equipment;

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 program;

Participates in all aspects of the school lunch program as needed, for instance, food preparation, cashiering, laundry and serving.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of large scale food preparation and menu planning; good knowledge of sanitary food handling and storage; good knowledge of the principles of nutrition and their application to a school food service program; good knowledge of federal, state and local laws and regulations relating to the food service program including the New York State Sanitary Code; good knowledge of institutional administration in the areas of safety, personnel selection and training; working knowledge of the selection, purchasing and care of equipment; ability to plan, assign and supervise the work of others; ability to train personnel; ability to express ideas clearly, to prepare reports and to keep records pertaining to a school food service program; ability to maintain good personal relations with children and adults; ability to understand and carry out oral and written directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree with specialization in Food Service Management, Institutional Food Management, Food and Nutrition, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts or a closely related field with similar course curriculum; or
- B. Possession of an Associate's Degree in Food Service Management, Institutional Food Management, Food and Nutrition, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in large scale food service management, at least one (1) year of which must have been in a school or child nutrition program; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid equivalent, in large scale food service management, at least three (3) years of which must have been in a school or child nutrition program; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.