

DISTINGUISHING FEATURES OF THE CLASS: 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: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- 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 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 standard 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;
- Reviews and accesses federally subsidized commodity foods in order to maximize allowance and offset costs;

Prepares and reviews purchasing bids for food, supplies and equipment;

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

Supervises the collection of, and accounting for cash receipts;

Actively participates in the School Wellness Committee;

Makes reports relating to financial transactions and school lunch program activities;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher with major studies in either foods, nutrition or institution management and one (1) year experience in institution, hotel or restaurant management involving large quantity food service; or

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in the field of foods, nutrition or institution management and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits 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/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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