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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SCHOOL LUNCH MANAGER
Code : 610090 1EK
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Competitive

GENERAL STATEMENT OF DUTIES

Plans, directs, and administers the school lunch program in a large school, several small schools, or in a large school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position involves responsibility for efficiently and economically providing nutritious lunches for school children. Immediate or general supervision is exercised over the work of one or more cook-managers and other school lunch program personnel.

TYPICAL DUTIES

1. Plans and directs the operation of a school lunch program for all schools in the district.
2. Sets up procedures and policies for the effective operation of the program.
3. Selects school lunch personnel and is responsible for training and evaluating work performance.
4. Coordinates and supervises the purchase of all foods, supplies and equipment.
5. Supervises the maintenance of record keeping for reports relating to school lunch program activities.
6. Supervises the collection of and accounting for cash receipts.
7. Provides information to school staff, students and community groups which will promote increased interest in the program.
8. Directs the preparation of the school lunch program budget for current and long-range expenditures and advises the administration on capital outlay for equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the fundamentals of nutrition and their application to the health of children.
2. Thorough knowledge of all phases of the school lunch program.
3. Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage.
4. Ability to plan and supervise the work of others.
5. Ability to train personnel.
6. Ability to express ideas clearly and to write reports effectively.
7. Ability to show initiative.
8. Ability to use tact and good judgment, be courteous and resourceful.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or

university with major course work in Dietetics, Nutrition, or Institution Management.

NOTE: Experience in institution or restaurant management involving large quantity food service may be substituted for college education on a year-for-year basis up to a maximum of four years.

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