

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
AMENDED: August 11, 1983
AMENDED: October 9, 1990
DATE ADOPTED: January 17, 1980

SCHOOL LUNCH MANAGER

GENERAL STATEMENT OF DUTIES:

Manages a school lunch program in a large school and/or several small schools serving from 500 to over 2000 meals daily, including type A and a la carte meals, to children and adults; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for efficiently and economically providing nutritious lunches for school children. All work is performed under the supervision of the Food Service Director. Immediate or general supervision is exercised over the work of one or more Cook Managers and other school lunch program personnel.

TYPICAL WORK ACTIVITIES:

Plans and supervises the preparation and service of lunches in a large school or in several small schools. Assists the Food Service Director in planning menus or recommends changes in master menus with due regard for nutritional values, acceptability and budgetary limitation; Determines requirements and submits requisitions for food 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 an accounting for cash receipts; Makes reports relating to school lunch program activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of satisfactory experience in institution, hotel or restaurant food service, involving large quantity food service.

FOR PROMOTION:

Permanent status with the Newburgh Enlarged City School District as follows;

- A. 1 Year as a Cook Manager, OR
- B. 2 Years as a Cook