

SENIOR SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work is moderately difficult, and involves the supervision and direction of, as well as participating in, the preparation, serving, and cooking of food. This class of position may be used in three ways; 1) directing a very large food preparation and service program, which includes cooking; 2) directing multiple major function areas in a large food preparation program, may include service; 3) or as a substitute in the absence of a School Lunch Manager. The work is performed according to standard procedures and under general supervision of a higher level of supervisor such as the Assistant School Lunch Director or Director of School Lunch. Direct supervision is exercised over a moderate number of employees, including cooks, food service supervisors and food service workers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes responsibility for the production of food, assuring that standardized recipes, production techniques and RACCP plans are followed, without deviation.

Assumes responsibility for the security of food, equipment, supplies and revenues.

Assures that planned menus and production schedules are followed, without deviation.

Schedules, supervises and participates in the preparation, serving and, as appropriate the cooking of food.

Requisitions, inventories, directs and assists in the storage and care of food, supplies and equipment.

Operates various kitchen appliances such as slicers, mixers, dishwashers, etc.

Keeps sanitation records as required, especially RACCP plans.

Keeps records of food received, prepared and used, temperatures, etc.

Keeps records of student eligibility and participating.

Plans work schedules and trains and evaluates personnel.

Directs and assists in the work of food service workers.

Maintains cash and sales records.

Participates in, and may conduct, staff meetings and in-service training.

Discusses program with students, parents, administrators, staff and other interested parties.

Assists in planning of menus.

Performs related duties as required, including duties at special meal functions.

May, in the absence of higher level food service supervisor, assume the duties and responsibilities of such person.

FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of approved methods of food preparation; some knowledge of nutritional values of food; ability to supervise the work of others; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; resourcefulness; and good physical condition.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Dietetics, Nutrition, Food Service, Administration or Management and one year of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, OR;

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Dietetics, Nutrition, Food Service, Administration or Management and three years of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, scheduling of staff and ordering.