

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 02/12/2025

SCHOOL LUNCH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for efficiently providing nutritious meals to school children in a school building. The work may be performed under the direction of a School Food Service Director or a School District Administrator. The incumbent of this position does not serve as the school district's designee for this function to the New York State Education Department. Immediate or general supervision is exercised over the work of other school lunch program personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 limitations;

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 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of large scale food preparation and menu planning; good knowledge of sanitary food handling and storage; good knowledge of institution administration in the areas of safety, personnel selection and training; good knowledge of fundamentals of nutrition as they apply to a school food service program; working knowledge of the selection, purchasing and care of equipment; ability to plan, assign and supervise the work of subordinates; ability to express ideas clearly, to prepare reports and to keep records pertaining to a school food service program; ability to develop and maintain good personnel and community relations; ability to maintain good personal relations with children and adults; ability to understand and carry out oral and written directions.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's degree, or equivalent educational experience****, with a major in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related fields*; **OR**
- (B) Possession of Bachelor's degree **AND** State recognized certificate for school nutrition directors**; **OR**
- (C) Possession Bachelor's degree **AND** at least one (1) year of relevant school nutrition programs experience***; **OR**
- (D) Possession of Associate's degree, or equivalent educational experience****, with a major in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related fields* **AND** at least one (1) year of relevant school nutrition programs experience***; **OR**
- (E) Graduation from high school or possession of a high school equivalency diploma **AND** at least three (3) years of relevant experience in school nutrition programs***.

* **Related Field – (as referenced in options (A) and (D) above):** refers to other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors would include, but are not limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management. Colleges and universities may use different names for similar majors.

****A State recognized certificate for school nutrition directors – (as referenced in option (B) above):** means a certified dietician or a certified nutritionist per article 157 of NYS Education Law.

*****Relevant experience in school nutrition programs – (as referenced in options (C), (D) and (E) above):** is experience specifically having worked in any child nutrition program in some capacity, but not necessarily in the food service director position. This includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Care Food Program. The experience is relevant/acceptable if it provides the applicant with familiarity of the USDA's school nutrition program.

******Equivalent Educational Experience – (as referenced in options (A) and (D) above):** means college credits completed by an individual who does not possess a Bachelor's or an Associate's degree. For example, sixty (60) college credits could be accepted as the equivalent of an Associate's degree.

SPECIAL REQUIREMENT: Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date, or within thirty (30) days of their start date.

NOTES:

1. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. The Professional Standards for State and Local Nutrition Program Personnel are required by the federal **Healthy, Hunger Free Kids Act of 2010** and corresponding rules which became effective on July 1, 2015.

Adopted: 1980's

Revised: 06/07/1992, 07/16/1992, 06/07/1996, 09/18/2006, 01/15/2016, 11/03/2022, 02/12/2025