

**Wayne-Finger Lakes BOCES – Vacancy**  
**Salary range: \$55,000-\$65,000/yr.**

Under the NYS HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NYS HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>

**SCHOOL LUNCH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving the responsibility of efficiently providing nutritious meals to school children in a school building. Depending upon the size of the school, work may be performed under the direction of a School Lunch Director or a School District Administrator. Oversight and instruction may be exercised over the work of one or more cook-managers and other school food service personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and supervises the preparation and service of breakfast and lunch 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 food service personnel, makes staff assignments and evaluates work performance;  
Assists in the selection of school food service personnel;  
Receives, inspects, stores, and distributes supplies and maintains inventories and related records;  
Supervises the collection of and accounting for cash receipts;  
Maintains records and makes reports relating to school food service program activities;  
Provides information to school staff, students and community agencies which will promote increased interest in childhood nutrition.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of all phases of the school food service programs; 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; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

1. Possession of a Bachelor's Degree, or higher, specializing in dietetics, food and nutrition, food service management, family and consumer sciences or a closely related field; OR
2. Possession of an Associate's Degree in dietetics, food and nutrition, food service management, family and consumer sciences or a closely related field AND two (2) years of full-time paid experience, or its part-time equivalent, in administering a nutrition program or large quantity food service program; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience as described in (2) above.
4. An equivalent combination of experience and training as defined by (1), (2) and (3) above.

SCHOOL LUNCH MANAGER

MINIMUM QUALIFICATIONS: (Continued)

SUBSTITUTION: Certification in dietetics or nutrition may be substituted for two (2) years of the required experience.

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

NOTE: 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.

SPECIAL NOTE: EDUCATION: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPROVED: JULY 9, 1997

REVISED: 5/23/17; 6/26/18; 2/9/2; 11/3/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for School Lunch Manager accepted by Geneva City School District on 7/27/01, adopted 7/27/01)

HR ONLY:

RELATED FIELD: 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.

RELEVANT EXPERIENCE IN SCHOOL NUTRITION PROGRAMS: is experience specifically having worked in any child nutrition program in some capacity, but not necessarily in the food service director position. The experience is relevant/acceptable if it provides the applicant with familiarity of the USDA's school nutrition program.

A State recognized certificate for school nutrition directors means a certified dietician or a certified nutritionist per article 157 of NYS Education Law.