



CIVIL DIVISION
CLASS SPECIFICATION

SCHOOL FOOD SERVICE
MANAGER

DATE ADOPTED: 8/11/1959

LAST REVISION: 12/2/2024

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DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position in which the incumbent is responsible for planning, organizing, and providing nutritious meals to school age children efficiently. The work may be performed under the direction of a School Food Service Director, a School District Administrator or a higher-level administrator. The incumbent in 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.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower-level support titles. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans and supervises the preparation and service of lunches in a school district;
2. Plans menus or recommends changes to master menus with due regard for nutritional values, acceptability and budgetary limitations;
3. Determines requirements and submits requisitions for food, supplies and equipment;
4. Prepares layouts and makes recommendations for maintenance of and additions to equipment;
5. Maintain approved standards of sanitation, health and safety;
6. Assists in the selection of, trains and supervises school lunch personnel, as well as makes staff assignments and evaluates work performance;
7. Receives, inspects, stores, and distributes supplies and maintains inventories and related records;
8. Supervises the collection of and accounting for cash receipts;
9. Makes reports relating to school lunch program activities;
10. Provides information to school staff, students, and community agencies which will promote increase interest in the program;
11. Administers Federally subsidized school meal program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts business, or a related field;
- OR: (B) Bachelor's degree and New York State recognized certificate for school Nutrition directors;



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- OR: (C) Bachelor's degree and at least one (1) year of relevant school nutrition programs experience;
- OR: (D) Associate's degree as defined in (A) above 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;
- OR: (F) An equivalent combination of education, training, and experience between the limits of (A) and (E) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

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.

Definitions:

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.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 12/01/86; 12/2/24 (FKA School Lunch Manager)