

# **School Lunch Specialist Tompkins County**

**Department:** Various School Districts Throughout Tompkins County

**Classification:** Competitive

**Approved:** 06/14/1982

**Revised:** 10/88; 7/15

**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -**

(a) Graduation from a regionally accredited or New York State registered two-year college or university with an associate's degree in Food Service Administration, Hotel Technology, Nutrition, Dietetics or a related field **AND** two years of experience as described in (a) above; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of institutional food service experience which must have involved large-scale food preparation or service; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an important supervisory position involving responsibility for managing a school lunch program in a large school or several small schools to efficiently and economically provide nutritious lunches for school children. Depending upon the size of the school lunch program, work may be performed under the direction of a school lunch director or a school district administrator. Immediate or general supervision is exercised over the work of one or more Cooks and other school lunch program personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- 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 limitation;
- 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;
- 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.

**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 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; Initiative;
- Neat personal appearance;
- Tact and good judgment;
- Physical condition commensurate with the demands of the position.

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