

Sample School

Position Description

JOB TITLE: School Lunch Manager

FLSA STATUS: Non-Exempt

REPORTS TO: Principal and Pastor

HRS/WEEK: 30 Hours

Primary Purpose:

Responsible for planning, preparing and serving school lunch to students on a daily basis, following nutrition and portion guidelines established by the state.

Essential Functions:

1. Consults with public school personnel when determining menus and the delivery schedule. Makes certain that foods will be ready at specified times.
2. Purchases required quantities of food and supplies.
3. Directs the school lunch aids in the distribution of food to the students.
4. Properly disposes of leftover foods.
5. Cleans work area equipment and cooking utensils, with assistance of school lunch aids.
6. Maintains kitchen in an organized, safe, and sanitary manner, consistent with local and state health code requirements.
7. Performs bookkeeping necessary to record income, expenses, and to obtain reimbursement from the state for free and reduced lunches.
8. Performs other duties as assigned, special projects or assisting in the absence of other employees.

