



JOB POSTING #225 Repost
PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
APSUE Employment Opportunity

Date of Posting: January 26, 2024

Position(s): School Lunch Manager
Monday – Friday

Location(s): Arbor Hill Elementary School

Requirements: *This is an Open Competitive or Promotional Civil Service position for external **and** internal candidates*.*

Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: \$34,377.30

Deadline for Applying: Continuous Until Filled

General Statement:

The incumbent manages a school lunch program in a large school or several small schools serving from 500 to 2,000 meals daily, including type A and a la carte meals, to children and adults. This is an important supervisory position involving responsibility for efficiently and economically providing 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 cook managers and other school lunch program personnel.

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with specialization in foods, nutrition and institution management; **OR**
- B) Possession of an Associate's Degree in applied science issued after completion of a two year course in a technical institute with specialization in foods, nutrition and institution management and four (4) years of satisfactory fulltime paid experience in institution management, hotel administration or restaurant management involving large quantity food service; **OR**

- C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory fulltime paid experience in institution management, hotel administration or restaurant management involving large quantity food services; **OR**
- D) Any equivalent combination of experience and training as described in (A), (B) and (C) above.

NOTE: One year of training in a college or technical institution is equivalent to two years of experience.

Responsibilities:

- Plans and supervises the preparation 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, makes staff assignments and evaluates work performance;
- Assists in the selection of school lunch personnel;
- Receives, inspects, stores and distributes supplies;
- Maintains inventories and related records of supplies;
- 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;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**Promotional opportunity for current APSUE Members in the following title(s): Cook Manager, Cook, Food Service Helper-FT, Food Service Helper-PT.*

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

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Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.