

NOTICE OF CIVIL SERVICE VACANCY

DATE POSTED: 3/17/22
POSITION NO: 22-142

TITLE: ***SCHOOL LUNCH SUPERVISOR***
LOCATION: MSS – At Binghamton City School District
MIN. SALARY: \$39,989.00

MAJOR RESPONSIBILITIES:

Directs and oversees the preparation and service of meals served in the district's food service program; Ensures approved standards of sanitation, health, and safety; Oversees the distribution of supplies, the maintenance of inventories and related records; Monitors the collection of and accounting for cash receipts; Participates in the selection process regarding staff assignments and provides input for performance evaluations; Reviews records relating to program activities, including personnel, supplies and equipment; Submits requisitions for foods, supplies, and equipment, places orders with vendors using bids provided by Director; Interacts with students, other personnel, and the public.

REQUIRED MINIMUM QUALIFICATIONS:

- A) Associate's degree in food science, nutrition, institution management or closely related field and one year of experience in institution management, hotel administration, restaurant management, or in institutional or large-scale food preparation; OR
- B) Three years of experience in institution management, hotel administration, or restaurant management, or in institutional or large-scale food preparation; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.
- D) **NOTE:** Education beyond an Associate's degree in the specified fields can be used to meet the experience requirement; thirty credit hours equates to one year of experience.
- E) Broome County Civil Service Examination required

TO APPLY:

Please go to the following link for information on how to apply:

<https://www.btboces.org/JobOpportunities.aspx> **OR**

Apply in person at:

Broome-Tioga BOCES
Human Resources Department
435 Glenwood Road
Binghamton, NY 13905

The Position Number shown above must be clearly marked on the application in order to ensure it is considered for the vacancy. 3/27/22

The Broome-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, or weight in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robin Eccleston, Director of Human Resources, (607) 766-3823, recclest@btboces.org.