

Depew Union Free School District  
5201 S. Transit Road  
Depew, New York 14043

## Posting for: School Lunch Manager

### ★ Job Description

Responsible for the overall operation of the school food service department.

★ Eligibility Must currently hold Civil Service title or be reachable on the Civil Service list for this position or be eligible to take the Civil Service exam for this title when offered and meet required ratings.

### ★ Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma, and:

- (a) Bachelor or Associate's College Degree majoring in food service nutrition, institutional or hotel management or a closely related field  
OR
- (b) Currently working in the civil service position and title of School Lunch Manager  
OR
- (c) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

### ★ Primary Duties And Responsibilities

- Plans and supervises the preparation and service of breakfast and lunches for the district
- Plans menus with due regard for the nutritional values acceptability and budgetary limitations
- Determines requirements and prepares bids, submits requisitions for foods, supplies and equipment, along with USDA commodity and processed orders
- Maintains all equipment in the food service department
- Maintains approved standards of sanitation, health and safety
- Responsible for selection of food service personnel: Supervises and trains food service personnel, makes staff assignments and evaluates work performance
- Processing of free/reduced meal applications and maintaining records thereof

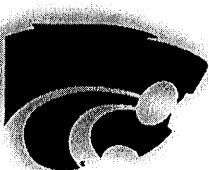
- Receives, inspects, stores and distributes supplies and maintains inventories and related records
- Supervises the collection of the accounting for cash receipts
- Makes reports relating to school breakfast and lunch program activities; along with monthly reports and monthly reimbursement
- Provides information to school staff, students and community agencies, which will promote increased interest in the program. Always striving for increased participation
- Prepare annual district Food Service budgets.

### ★ Other Qualifications

- Effectively communicate with district administrators, staff and parents.
- Strong communication skills, both written and verbal; well organized; and a high level of attention to detail.

### ★ Compensation

This position is a full-time, 12-month position. Minimum starting wage of \$62,000 and a full benefits package will be established based upon the successful candidate's educational background and experience.



**Posting Date: 7/18/2022**  
**Posting Closes: 8/4/2022**  
**Start Date: 10/31/2022**

**Application available on-line**  
at [www.depewschools.org](http://www.depewschools.org). Mail completed non-instructional application along with letter of interest and resume to:  
**Dr. Hank Stopinski, Superintendent**  
**Depew UFSD**  
**5201 S. Transit Road**  
**Depew, New York 14043**

*The Depew Union Free School District is an equal opportunity employer.*

Depew Union Free School District  
Job Description

Subject: **Food Service Manager**

**A. Overview:**

Responsible for the overall operation of the school Food Service Department. Responsibilities to include: screening, interviewing, hiring, training, scheduling and supervision of all food service personnel; active in areas of personnel including evaluating, performance improvement and corrective action; menu planning with due regard for nutritional values, student acceptability and budgetary limitations; maintain approved standards of sanitation, when appropriate; prepare all weekly and month ending reports for reimbursement; process and verify all free and reduced applications; responsible for preparing bids for purchasing food and supplies in accordance with the District's purchasing policy; maintenance and replacement of equipment; directly involved with writing, implementing and updating department procedures; continuously review new methods, products, procedures, and service to upgrade standards of service; Use of computer application to aid in various facets of the department including a computerized point of sale system and maintain a web page; Communicate with Administration, Parents, Teachers, Students and the Community to better serve their needs.

**B. Full Performance Knowledge's, 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 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; ability to understand and carry out oral and written directions; initiative; neat personal appearance; tact and good judgment; courtesy; resourcefulness; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

**C. Qualifications:**

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree with specialization in food service, nutrition, institutional or hotel management or closely related field; OR:
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate Degree with specialization in food service, nutrition, institutional or hotel management or closely related field, and four years of satisfactory experience in institution management, hotel administration or restaurant management involving large quantity food service; OR:
3. Graduation from high school or the possession of a high school equivalency diploma and eight years of experience in institution management, hotel administration or restaurant management involving large quantity food service; OR:
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

\*Subject to Civil Service Requirements and Length of Work Year: 12 months

#### **D. Responsibilities:**

1. Plans and supervises the preparation and service of breakfast and lunches for the district
2. Plans menus with due regard for nutritional values, acceptability and budgetary limitations
3. Determines requirements and prepares bids, submits requisitions for foods, supplies and equipment; along with USDA commodity and processed orders
4. Maintains all equipment
5. Maintains approved standards of sanitation, health and safety
6. Responsible for selection of food service personnel; Supervises and trains food service personnel, 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 breakfast and lunch program activities; along with monthly reports and monthly reimbursement
10. Provides information to school staff, students and community agencies which will promote increased interest in the program. Always striving for increased participation
11. Processing of free/reduced meal applications and maintaining records thereof