



Le Roy Central School District

2-6 Trigon Park
Le Roy, NY 14482

NOTICE OF VACANCY

School Lunch Manager

June 17, 2021

Anticipated Start Date:

August 1, 2021

School Lunch Manager:

This Civil Service position includes responsibility for efficiently and economically providing nutritious meals for school children in grades PreK – 12th. Immediate supervision - Two (2) Cook-Managers and other school lunch program personnel.

Typical Work Activities:

- Plans and supervises the preparation and service of lunches in two schools/buildings;
- Plans menus or recommends changes in master menus with due regard for nutritional values, acceptability and budgetary limitations;
- Determines requirements and submits requisitions for foods, supplies and equipment;
- Prepares layouts and makes recommendations for maintenance of and additions to equipment;
- 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 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;
- Ensures that district lunch program follows USDA regulations as well as complies with federal and state breakfast/lunch program requirements.

Knowledge, Skills and Personal Characteristics

- Knowledge of large-scale food preparation and menu planning;
- Knowledge of sanitary food handling and storage;
- Knowledge of institution administration in the areas of safety, personnel selection and training;
- Recognition and proper application of fundamentals of nutrition as they apply to a school food service program;
- Working knowledge of the selection, purchasing and care of equipment;
- Ability to plan, assign and supervise the work of subordinates;
- Ability to express ideas clearly, to prepare reports and to keep records pertaining to a school food service program;
- Ability to develop and maintain good personnel and community relations.
- Ability to maintain good personal relations with children and adults;
- Ability to understand and carry out oral and written directions.

Minimum Qualifications:

- Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's degree in food service administration or similar field: **OR**
- Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree with specialization in food service administration or similar field, AND two (2) years of supervisory experience in institutional food service; **OR**

- Four (4) years of supervisory experience in institutional food service.

Salary and Requirements:

- 10-month salaried position – starting pay is \$45,000 to \$60,000 per year commensurate with experience.
- The successful candidate must presently have a School Lunch Manger classification in their present position for hire via transfer or meet the minimum qualifications to be a successful candidate and will be provisionally appointed until the next test is offered.
- A provisional appointee must pass the exam and be reachable on the List of Eligible Candidates from Genesee County Civil Service.

Application Process:

- **Deadline for application – July 16, 2021**
- Please complete application, letter of interest, and two (2) references.
- Send application to:

**Brian Foeller, Business Administrator
2-6 Trigon Park
Le Roy, New York 14482**