

OLEAN CITY SCHOOL DISTRICT
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ANNOUNCEMENT OF VACANCY

The Olean City School District is seeking a qualified candidate for the following position:

Food Service Manager

This is a 12 Month salary position with pay commensurate with experience. Qualified candidates will possess high organizational, culinary, food safety, and student-centered skills for oversight of the Olean City School District's cafeteria system. As a competitive civil service position, the Food Service Manager will also be:

- Fiscally responsible for all OCSD cafeteria oversight;
- Creative while following all nutritional guidelines in order to provide first-rate culinary experiences for staff and students;
- A team player;
- Able to manage and lead 25 cafeteria staff;
- A person with excellent communication skills;
- A person of integrity;
- A person who enjoys working in an educational environment with an emphasis on student learning.

MINIMUM CIVIL SERVICE QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in foods and nutrition, food service, nutritional management, or a closely related field and one year of full time supervisory level experience in the large scale preparation and serving of food;

OR

B.) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in nutrition, food service, nutritional management, or a

closely related field and three years of experience in the large scale preparation and serving of food, two years of which must have been in a supervisory level position;

OR

- C.) Graduation from high school or possession of a high school equivalency diploma and five years of full time experience in the large scale preparation and serving of food, three years of which shall have been in a supervisory level position.

JOB DESCRIPTION:

RESPONSIBLE TO: **Business Administrator**

SUPERVISES: **All Olean City School District Cafeteria Staff**

JOB GOAL: Thorough knowledge of the principles, practices and procedures of managing a school food service program including program planning, budget preparation and control and purchasing; thorough knowledge of large scale food preparation and menu planning; thorough knowledge of sanitary food handling and storage; good knowledge of the selection, purchasing and care of equipment; good knowledge of institution administration in the areas of safety, personnel selection and training; good knowledge of fundamentals of nutrition as they apply to a school food service program; ability to plan, assign and supervise the work of subordinates; ability to develop and direct effective training programs; 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 effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position; initiative; tact; good judgment; courtesy; resourcefulness.

GENERAL RESPONSIBILITIES:

- A. Plans and directs the operation of the school breakfast and lunch programs for all schools in the district in accordance with state and federal guidelines;
- B. Establishes procedures to ensure efficient operation of the food service program and develops standard recipes;
- C. Coordinates the purchase of foods, supplies and equipment;
- D. Establishes inventory control procedures and ensures that adequate supply of food and food service equipment is available at all times;
- E. Assists in the interviewing and hiring procedures of the District for food service personnel;
- F. Trains and supervises food service personnel, determines staff assignments and evaluates work performance, and when necessary, makes recommendations regarding discipline and dismissal;
- G. Ensures high standards of cleanliness and sanitation and inspection of all kitchen and cafeterias;
- H. Directs the preparation of the school food service program budget for current and long-range expenditures and advises the administration of capital outlay for equipment;

- I. Develops cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations;
- J. Prepares and analyzes reports relating to school lunch program activities;
- K. May oversee employees of an outside food service contractor, to ensure compliance with State, federal and local regulations, contract requirements and school district policies;
- L. May maintain employee time records;
- M. May research, file and monitor grant applications/grants designed to improve food service operations;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments

APPLICATION PROCESS:

Please send completed Cattaraugus County Civil Service application, resume, transcripts, and three (3) letters of reference to:

Aaron W. Wolfe
Director of Human Resources
410 W. Sullivan Street
Olean, NY 14760

Civil Service Application:

https://www.oleanschools.org/cms/lib/NY19000263/Centricity/Domain/586/cattco-civil-service-application-%20Final%20revised%20form%2011-07-19_Fillable.pdf