

ALDEN CENTRAL SCHOOL DISTRICT
13190 Park Street
Alden, New York 14004
(716) 937-9116

ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY
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Applications are invited for consideration for appointment to the following position:

DATE: December 16, 2020

POSITION(S): School Lunch Manager

LOCATION: Alden Central School District

STARTING DATE: Per Board of Education Approval Date

SALARY: Commensurate with Experience

RESPONSIBILITIES: The work involves responsibility for managing a lunch program in a large school or several small schools serving 500 to 2,000 Type A and a la carte meals daily. The work is carried out in accordance with established policy with wide leeway provided for the exercise of independent judgment in the planning, implementing, and overseeing of the school lunch program operations to efficiently and economically provide nutritious lunches for the school children.

Typical work activities include:

- Plans and supervises the preparation and service 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 limitations;
- 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 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 the community which will promote increased interest in the program.

Must meet Civil Service Requirements. 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 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 judgement;

courtesy; resourcefulness; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

Candidates must meet one of the following requirements on or before the date of the written test:

- a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree with a specialization in food service, nutrition, institutional or hotel management or closely related field; OR
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree with a 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
- (c) Graduation from high school or 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

An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENT:

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A processing fee may be required.

APPLICATION DEADLINE:

January 5, 2021

APPLICATION PROCEDURE:

Please complete the Support Staff Application available online, at www.aldenschools.org along with resume to:

**Paul J. Karpik, CPA
School Business Administrator
13190 Park Street
Alden, New York 14004**

If you have any questions regarding this competitive position, please contact Sandy Conrad at (716) 937-9116, extension 4172 or email: sconrad@aldenschools.org.



**Paul J. Karpik, CPA
School Business Administrator**

12/16/20

Date

- ☐ PROMOTIONAL POSITION
- ☒ CIVIL SERVICE EXAM REQUIRED FOR THE FULL-TIME POSITION
- ☐ CIVIL SERVICE EXAM NOT REQUIRED - Non-competitive assignment

ALDEN CENTRAL SCHOOL IS AN EQUAL OPPORTUNITY EMPLOY