



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Food Service Manager

Office for the Aging

LAST DATE TO FILE: March 1, 2019 by 4:30pm

SALARY: \$20.91/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for planning, directing and supervising all activities related to a nutrition program for older adults, including the delivery of nutritious and palatable meals and supportive services. The work also involves ensuring satisfactory performance of volunteers and that food services meet health and sanitation regulations. The work is performed under the direct supervision of the Director of the Office for the Aging. Immediate supervision is exercised over the work of the Cook Manager, Assistant Cook, Food Services Helper and Meal Deliverers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the day-to-day operation and carries out the administrative functions of the nutrition services component of the Office for the Aging;

Adheres to nutrition program regulations and standards to insure compliant operations of the program (i.e. participant eligibility, meal service/delivery, menu and nutrient requirements, etc.);
Provides oversight of all kitchen staff and meal deliverers;

Establishes criteria for site operation and assists site directors in meeting these criteria including training in service delivery, safety and sanitation measures, collection of program contributions, general education and recreation, and reporting;

Collects and/or oversees the collection of intake information for congregate site participants and communicates with the assigned caseworker regarding intake, assessments and re-assessments for home delivered meal clients;

Confers with other clinicians to discuss new nutrition program clients and their needs;

Works directly with the Registered Dietitian regarding nutrition counseling, nutrition education, menu planning and analysis, staff and volunteer training, and monitoring of the central kitchen, congregate meal sites and home delivered meal route temperature logs;
Confers with the Director of the Office for the Aging in determination of project sites, participant needs and trends, consumer satisfaction, program monitoring, reporting, and in the overall functioning of the nutrition program;
Insures nutrition related portion of client records in electronic data collection system is entered as required;
Becomes familiar with and adheres to fire, building, health code compliance and safety procedures;
Oversees maintenance on equipment and facilities used in the nutrition programs including appliances;
Attends workshops, meetings, conferences and training sessions;
Aids in public relations, outreach and educational efforts including news releases;
Prepares a variety of records and reports related to the work.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in nutrition, food service administration, institution of food management, culinary arts, or a field closely related to the aforementioned, and three (3) years of work experience, or its part time equivalent, in a nutrition or institutional food program or in the food service industry, two (2) years of which must have been in a supervisory capacity; or,
- B. Graduation from a food service focused technical or vocational school or culinary institute, and four (4) years of work experience, or its part time equivalent, in a nutrition or institutional food program or in the food service industry, two (2) years of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of G.E.D, five (5) years of work experience, or its part time equivalent, in a nutrition or institutional food program or in the food service industry, two (2) years of which must have been in a supervisory capacity, and completion of Dietary Manager Certification program; or
- D. Seven (7) years of work experience, or its part-time equivalent, in a nutrition or institutional food program or in the food service industry, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: February 12, 2019