



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Food Service Manager

PAY RATE: \$21.84 - 26.94

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: Niagara County Jail Kitchen

5526 Niagara Street Ext. Lockport, NY

STATUS: Provisional

DESCRIPTION: The work involves the responsibility for managing and directing activities related to producing a nutrition program for elderly residents enrolled in the Congregate Meal Program, including the planning and preparation of nutritious meals and supplements including portioning and packaging into catering trays and cambros for transportation to meal sites by program delivery drivers. A consulting dietitian is available to help in planning the menus and nutritional care of program participants. The work is carried out within standards prescribed by the New York State Health Department and the New York State Office for the Aging. The work involves purchasing supplies and food in coordination with the purchasing department, fiscal office, and/or with a third-party service provider. The work also involves scheduling and managing the kitchen staff. The work is performed under the general direction of the Director of the Office for the Aging or designee with considerable latitude permitted for the exercise of independent judgment in carrying out the duties of the job in accordance with established policies and procedures. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and one of the following:

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and two (2) years of full-time supervisory level experience in the large scale preparation of food; OR
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and three (3) years of experience in the large scale preparation of food, two (2) years of which must have been in a supervisory level position; OR
3. Five years of full-time experience in the large scale preparation of food, two (2) years of which must have been in a supervisory level position; OR
4. An equivalent combination of training and experience as defined above.

NOTE: Large scale may consist of, but is not limited to, experience in a hospital, health care facility, correctional facility, school, restaurant, hotel or the military.

SPECIAL REQUIREMENT: Must successfully complete a background check in order to work in the jail kitchen at the Niagara County Sheriff's Office.

DATE POSTED: 5/23/22 DEADLINE: 6/5/22

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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