

**JOB POSTING**  
**CENTRAL - OFFICE OF SCHOOL SUPPORT SERVICES**  
**44-36 VERNON BOULEVARD**  
**LONG ISLAND CITY, NY 11101**  
**Title: School Food Service Manager**  
**Salary: \$31,141**

Duties and Responsibilities

The New York City Department of Education's Office of School Support Services is seeking School Food Service Managers to work in elementary, junior high and high schools. Selected candidates will supervise, train and motivate cafeteria staff in the provision of breakfast, lunch and after-school meals programs at three locations. Responsibilities include but are not limited to supervision of food service staff, ordering of food and supplies, maintaining inventory and cash controls, increasing meal participation, managing food safety compliance and providing parents and students with nutrition information.

Work Location

Positions are currently available in the boroughs of Manhattan, the Bronx and Brooklyn.

Minimum Selection Criteria

A baccalaureate degree from an accredited college with a major in foods, culinary arts, nutrition, hotel/institutional management, baking and pastry arts, dietetics, food service administration, or a closely related field or an associate degree with a major in the above categories or closely related field plus 2 years of full-time satisfactory experience in managing a restaurant or quantity food service operation or as a nutritionist or dietician.

Application:

Please submit cover letter indicating borough(s) of preference and resume to the address noted below:

New York City Department of Education  
Office of School Support Services  
Human Resources  
Re: School Food Service Manager  
44-36 Vernon Boulevard, 4<sup>th</sup> Floor  
Long Island City, New York 11101  
Fax # 718-472-0649  
[osss\\_hr@nycboe.net](mailto:osss_hr@nycboe.net)

(Please indicate Re: School Food Service Manager in subject line of E-mail)

**A WORK FORCE DIVERSITY/EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at

[www.nycenet.edu/o eo](http://www.nycenet.edu/o eo)

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