



**JOB POSTING #182 Repost**  
**PLEASE POST**

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**APSUE Employment Opportunity**

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**Date of Posting:** August 24, 2021

**Position(s):** Cook Managers  
Monday – Friday

**Location(s):** Arbor Hill Elementary School

**Salary:** \$26,787.00

**Deadline for Applying:** Continuous until filled

**General Statement:**

This work involves the preparation and cooking of food on a moderately large scale and the supervision of personnel in the school lunchroom. The work is performed under general supervision of a School Lunch Director or other superior. Supervision is exercised over the work of Cooks, Bakers, Food Service Helpers and School Lunch Cashiers.

**Minimum Qualifications:**

- A) Three years of experience in the preparation of food on a large scale; **OR**
- B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in food service administration, dietetics or nutrition and one year of experience in the preparation of food on a large scale; **OR**
- C) Any equivalent combination of training and experience.

**Responsibilities:**

- Supervises and participates in the preparation and serving of food.
- Supervises the storage and care of foods and supplies.
- Supervises and participates in the cleaning of the kitchen, serving, storage and dining areas and the care of equipment.
- Keeps simple records on food and supplies received and used.
- Keeps employee time records.
- Plans work schedules and rotational assignments.
- May plan menus with attention to nutritional value, acceptability and budgetary limitation.
- Determines requirements and submits requisitions for foods and supplies.

## How to Apply

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

**Post:** City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, NY 12207

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