

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Food Service Manager	Level: 00
Title Code No: 05058	Salary: \$48,266.00/\$54,541.00-\$58,861.00 Frequency: ANNUAL
Business Title: Food Service Manager	Work Location: 18-18 Hazen Street East Elmhurst, New York 11370
Division/Work Unit: A.M.K.C.	Number of Positions: 1
Job ID: 181331	Hours/Shift: Day Tour
Job Description	
<p>The Nutritional Services Division seeks to recruit a Food Service Manager for the Anna M. Cross Center. The Food Service Manager will be responsible for supervising food preparation and food service staff in the correctional facility; oversee inmate food service workers; modify and schedule work assignments of cooks and other food service personnel; maintain good working relationships with correctional staff; supervise food inventory control, serving size and portion control; follow necessary food preparation guidelines; monitor the preparation and delivery of food to ensure that standardized recipes are followed and safe-guarded against contamination; ensure foods are prepared according to special diets, religious and medical regulatory dietary guidelines; and perform related duties.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college with specialization in food preparation or a closely related field and two (2) years of full-time paid experience in the direct supervision of large-scale food preparation, cooking and delivery as it occurs in a correctional setting.</p> <p>2. Education and/or experience which is equivalent to "1". However, all candidates must have a high school diploma or its equivalent and two (2) years' experience as described in "1" above.</p>	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#181331</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#181331</p>	
Attention: Shynelle Venzen	
<p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 01/15/2015	Post Until: 02/06/2015

The City of New York is an Equal Opportunity Employer