



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE:**                   **FOOD SERVICE MANAGER (Provisional\* Appointment)**

**SALARY:**               \$32,242 - \$40,891 annually

**LOCATION:**             Monroe Community Hospital

**JOB SUMMARY:**

This is a responsible supervisory position involving management of food preparation and service functions in a health care facility. Employees in this class manage the planning, preparation and service of regular, therapeutic, and cafeteria meals for patients and staff. The Food Service Manager works under the direct supervision of the Assistant Director of Patient Services, the Assistant Director of Operations, and the Administrative Supervisor. Direct supervision is exercised over Food Service Supervisors and other food service employees in the areas of food storage, inventory control, food preparation, food service and sanitation. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Dietetics, Food Service Management, or closely related technical field, plus two (2) years of full time or its part time equivalent paid experience in large scale food service which shall have involved responsibility in the areas of food storage, inventory control, food preparation and service; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Dietetics, Food Service Management, or closely related field; OR,
- (C) Four (4) years of full time paid or its part time equivalent experience in large scale food service which shall have involved responsibility in the areas of food storage, inventory control, food preparation and service; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Large scale food service experience is earned in settings such as the following: Institutional facilities, commercial catering, industrial or educational cafeterias, restaurants other than fast food or short order.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** October 12, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.