

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Assistant School Lunch Director

Division: Office of Administration / Business Office

Location: North Syracuse Central School District / Component School Districts

Duties: The work involves responsibility for assisting in the planning, organizing and directing of school lunch programs including administrative tasks such as budget preparation, expenditures and accounting and financial procedures. Responsible for assisting in the efficient and economical provision of nutritious meals for children in school districts. Work is performed under the direction of the School Lunch Director II. Supervision is exercised over a substantial number of school lunch personnel including Dietitians, Cooks, Cook Managers, and Food Service Helpers. Extensive involvement in nutritional analysis for compliance, review and reporting to regulatory agencies, and general oversight of school lunch funds.

Qualifications: Bachelor's degree or equivalent education experience, with a Major in Food & Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family & Consumer Sciences, Nutrition Education, Culinary Arts, Business or related fields and two years of management level work experience or its part-time equivalent. Or

Bachelor's degree in any academic major and state recognized certificate for School Nutrition Directors and two years of management level work experience, or its part-time equivalent, in large-scale food preparation. Or

Bachelor's degree in any academic major and at least four years of experience in management of School Nutrition Management.

Salary: \$90,000 - \$95,000

Starting Date: On or after January 16, 2026

Closing Date: January 8th, 2026

To apply, please forward cover letter and resume to:

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES, PO Box 4754, Syracuse, NY 13221
Phone: (315) 433-2634 / Fax: (315) 433-2650
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