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THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

NOTICE
OF
EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE
TEST PAPER

FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

SCHOOL FOOD SERVICE MANAGER

Exam. No. 1008

WHEN TO APPLY: From: September 1, 2010
To: September 21, 2010

APPLICATION FEE: \$40.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.

WHAT THE JOB INVOLVES: School Food Service Managers, under general supervision, manage three or more elementary, junior high, or high school cafeterias; make assignments, supervise and train personnel, and direct and evaluate their work; or are assigned to appropriate responsibilities in other units of the school food service program; and perform related work. School Food Service Managers work twelve months per year.

Special Working Conditions: School Food Service Managers may be required to work shifts including Saturdays, Sundays, and holidays.

Some of the physical activities performed by School Food Service Managers and environmental conditions experienced are: using equipment such as slicing machines, steam kettles, gas ovens and pressure cookers; encountering temperature changes while working in hot kitchens and freezers; lifting supplies; climbing stairs; standing for a major portion of the day; encountering a relatively high noise level from school children; traveling by foot and/or public transportation between schools and field offices daily.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$36,856 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

- (1) A baccalaureate degree from an accredited college or university with a major in nutrition, foods, dietetics, health and nutrition sciences with a concentration in foods and nutrition, home economics, culinary arts, baking and pastry arts, hotel/restaurant institutional management, food service entrepreneurship, food service administration, or a closely related field; or
- (2) An associate degree from an accredited college or university with a major in nutrition, foods, dietetics, health and nutrition sciences with a concentration in foods and nutrition, home economics, culinary arts, baking and pastry arts, hotel/restaurant institutional management, food service entrepreneurship, food service administration, or a closely related field; **and** two years of full-time satisfactory experience in managing a quantity food service operation, or as a nutritionist or dietitian.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

Note: Experience as a Cook, Bookkeeper, Office Manager or Monitor will not be acceptable for meeting the work experience requirements.

Medical Requirement: Medical guidelines have been established for the position of School Food Service Manager. Candidates will be examined to determine whether they can perform the essential functions of the position of School Food Service Manager. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

- 1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.4, A.6 (if applicable) and B**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
- 3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. **Note:** If you have graduate (post baccalaureate) college credits acquired from an institution outside the United States and you intend to claim such credits under item 4 of the Additional Credit section, you must ask for a "course-by-course" evaluation. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (1) For full-time satisfactory experience in managing a quantity food service operation in a school, you will receive:
 - (A) 10 points for at least 1 but less than 2 years of experience; or
 - (B) 20 points for at least 2 but less than 4 years of experience; or
 - (C) 30 points for 4 or more years of experience.

- (2) For full-time satisfactory experience in managing a quantity food service operation in a setting other than a school, you will receive:
 - (A) 5 points for at least 1 but less than 2 years of experience; or
 - (B) 10 points for at least 2 but less than 4 years of experience; or
 - (C) 15 points for 4 or more years of experience.

- (3) For full-time satisfactory experience as a dietitian or nutritionist, you will receive:
 - (A) 5 points for at least 2 but less than 3 years of experience; or
 - (B) 10 points for at least 3 but less than 4 years of experience; or
 - (C) 15 points for 4 or more years of experience.

- (4) For graduate credits completed at an accredited college, university or institute accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in foods, culinary arts, nutrition, hotel/restaurant institutional management, baking and pastry arts, food service entrepreneurship, dietetics, food service administration, home economics, health and nutrition sciences with a concentration in foods and nutrition, or a closely related field you will receive:
 - (A) 2 points for completion of 3 to 9 graduate credits; or
 - (B) 6 points for completion of 12 to 21 graduate credits; or
 - (C) 10 points for completion of 24 or more graduate credits.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 54483; School Food Service Manager Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas