



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

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

SCHOOL FOOD SERVICE MANAGER

Exam No. 4006

WHEN TO APPLY: From: September 4, 2013

APPLICATION FEE: \$54.00

To: September 24, 2013

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

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 work twelve months per year. All School Food Service Managers perform related work.

Special Working Conditions: School Food Service Managers may be required to work shifts including nights, 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 you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computerized Testing Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

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

Education and Experience Requirements:

- (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,

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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.

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

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the filing period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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 INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.4, A.6 (if applicable), and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience in managing a quantity food service operation in a school for:	You will receive:
At least 1 year but less than 2 years	10 points
At least 2 years but less than 4 years	20 points
4 or more years	30 points

If you have satisfactory full-time experience managing a quantity food service operation in a setting other than a school for: **You will receive:**

At least 1 year but less than 2 years	5 points
At least 2 years but less than 4 years	10 points
4 or more years	15 points

If you have satisfactory full-time experience as a dietitian or nutritionist for:

You will receive:

At least 2 years but less than 3 years	5 points
At least 3 years but less than 4 years	10 points
4 or more years	15 points

If you have completed graduate credits from an accredited college or university 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 for:

You will receive:

Completion of 3 to 11 credits	2 points
Completion of 12 to 23 credits	6 points
Completion of 24 or more credits	10 points

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).

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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the filing period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Education must be obtained by **January 31, 2014** 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: 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

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