



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

SCHOOL FOOD SERVICE MANAGER

Exam No. 8023

WHEN TO APPLY: From: December 6, 2017

APPLICATION FEE: \$61.00

To: December 26, 2017

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE 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.

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.

Special Working Conditions:

School Food Service Managers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 \$40,690 per annum. This rate is subject to change.

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, 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 restaurant or quantity food service operations, 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, 2018. The experience requirement must be met by the last day of the Application Period (December 26, 2017).

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 Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after **January 31, 2018** or experience which you obtain after the end of the Application Period.

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 Requirement Advisory: 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.

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 unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 23, 2017, and Monday, December 25, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications 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."

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. Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- 3. 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.
- 4. 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 Department of Citywide Administrative Services (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. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period. **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 Test (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:

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|--|--------------------------|
| 1. 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 |
| 2. 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 |
| 3. 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 |
| 4. 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 semester credits | 2 points |
| Completion of 12 to 23 semester credits | 6 points |
| Completion of 24 or more semester 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 (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 Application Period. You will not receive credit for education which you obtain after January 31, 2018 or experience which you obtain after the end of the Application Period.

Education must be obtained by **January 31, 2018** and experience must be obtained by **the last day of the Application Period (December 26, 2017).**

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications 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**