SCHOOL FOOD SERVICE MANAGER
Exam No. 0107

WHEN TO APPLY: From: July 5, 2019
To: July 25, 2019
APPLICATION FEE: $61.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% 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 education and experience requirements for this examination prior to submitting your application. If you are found "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, 2020. The experience requirement must be met by the last day of the Application Period (July 25, 2019).

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (July 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your
HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive the onscreen prompts to contact DCAS. This review may require up to two (2) business days to be completed and 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-exams.nyc.gov/OASysWeb/Home/Faq

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>Manhattan</td>
<td>2 Lafayette Street</td>
<td>17th Floor</td>
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<td>10007 New York, NY</td>
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<td>Brooklyn</td>
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<td>11201 Brooklyn, NY</td>
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<td>Queens</td>
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<td>Staten Island</td>
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<td>Bronx</td>
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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. Education and Experience Test: Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (July 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).
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, which is 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 “course-by-course” evaluation of your foreign education. 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 January 31, 2020.
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:

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 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 Application Period. You will not receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period.

Education must be obtained by January 31, 2020 and experience must be obtained by the last day of the Application Period (July 25, 2019).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 need to change your name and/or social security number, you will be notified of your test results. A list has been established, it will typically remain active for four years. To learn more about the civil service system go to: https://www1.nyc.gov/site/dcas/employment/civil-service-system.page

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, check “Junk”, “Trash”, or “Spam” folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.
PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.