



# Department of Human Resources & Civil Service

## Open Competitive Exam Announcement

Please Post Conspicuously

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### OC-66631

## School Food Services Director I

- Examination Date: **February 11, 2023**
- Application Deadline: **December 19, 2022** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
- Who May Apply: **Qualified applicants**
- Salary: **\$40,000 - \$70,000 annually (BOCES #1)**  
**\$60,000 annually (East Rochester Union Free School District)**  
**\$65,000 - \$80,000 annually (Honeoye Falls-Lima Central School District)**  
**\$50,000 - \$55,000 annually (Wheatland-Chili Central School District)**  
**Varies with other agencies**
- Employment Opportunities: **The East Rochester Union Free School District has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

### Minimum Qualifications:

**Candidates must meet the following minimum requirements on or before the date of the written exam:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with a major in Food and Nutrition, Food Service Management, Dietetics, Restaurant Management, Hospitality Management, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business or a closely related field\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus a State recognized certificate for school nutrition directors (i.e. a certified dietician or a certified nutritionist per Article 157 of New York State Education Law); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent\*\*\* relevant experience in school nutrition programs\*\*; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a major in one of the fields listed in (A) above, plus one (1) year paid full-time or its part-time equivalent\*\*\* relevant experience in school nutrition programs\*\*; OR,
- (E) Three (3) years paid full-time or its part-time equivalent\*\*\* relevant experience in school nutrition programs\*\*; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A) and (E) above.

\*Closely related fields, for the purposes of these minimum qualifications, is defined as college majors that would provide specific knowledge and skills that are relevant for a school nutrition program director. Possible majors include, but are not

limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management, Business Administration or Business Management.

**\*\*Relevant school nutrition program experience**, for the purposes of these minimum qualifications, is experience in a child nutrition program that includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Care Food Program where knowledge of the USDA's school nutrition program can be demonstrated.

**NOTE:** The Professional Standards for State and Local Nutrition Program Personnel are required by the federal **Healthy, Hunger Free Kids Act of 2010** and corresponding rules which became effective on July 1, 2015.

**SPECIAL REQUIREMENTS:** Candidates must complete eight (8) hours of food safety training not more than five (5) years prior to their starting date of employment, or within thirty (30) days of their start date or otherwise be separated from the position. Verification of training is the responsibility of the appointing authority.

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

\*\*\* part time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**

There is no residency requirement to participate in the examination.

**Description of Duties:**

This position is responsible for the fiscal and nutritional operations in a school district with a student enrollment of two-thousand four hundred and ninety-nine (2,499) or fewer students, and serves as the school district's designee for this function to the New York State Education Department. Duties include planning, directing and administering school food service programs while carrying out policies and establishing procedures for the efficient and economical operation of school food service programs. The employee reports directly to, and works under the general supervision of a school district administrator with leeway allowed for the exercise of independent judgment. General supervision is exercised over staff such as Cook Managers, other school lunch program personnel and clerical employees.

**Scope of Examination:**

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Basic nutrition and dietetics**

These questions test for knowledge of basic nutrition and dietetics, including such areas as the nutritional value of foods, nutritional needs of the persons being served, balanced diets, and specific foods and their relationship to health.

**Overseeing food service operations**

These questions test your ability to assess the management and performance of food service operations in maintaining standards of quality, sanitation, and service. Questions may cover such topics as food service management practices, large scale food preparation equipment and techniques, sanitation standards for food service premises, holding and serving prepared foods, storing and handling food products, and sources of food contamination and foodborne illnesses.

**Supervision and training**

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**Working with office records**

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**Background Investigation:**

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Special Requirement for Appointment in School Districts and BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County

Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in **different** exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the **same** exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date.

If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** November 29, 2022