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CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION  
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Mount Vernon, New York 10550  
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Commissioner

Commissioner

**EXAMINATION**  
**COOK MANAGER**  
**OPEN-COMPETITIVE EXAMINATION #69-107**

**DATE OF EXAMINATION:** SATURDAY, OCTOBER 28, 2017  
**PLACE OF EXAMINATION:** AB Davis Middle School - Mount Vernon, New York @8:30 AM  
**APPLICATIONS CLOSES:** SEPTEMBER 28, 2017 at 4:00pm –no exceptions  
**SALARY RANGE:** \$35,632 - \$53,575

The eligible list established from this examination will be used to fill appropriate vacancies in the City of Mount Vernon, Department of Recreation.

**RESIDENCY REQUIREMENTS:** Candidates must be residents of the City of Mount Vernon for not less than one year prior to the examination date.

**ACCEPTABLE EXPERIENCE AND TRAINING FOR EXAMINATION:** Graduation from high school or possession of an equivalency diploma recognized by the New York State Education Department; OR completion of a two year training course in institutional food service in any approved technical institution. PLUS two years of satisfactory experience in a cafeteria, restaurant or institution.

**DUTIES:** Supervises preparation, cooking and serving of food; supervises the storage and care of food supplies; supervises clean-up of kitchen, serving and storage areas and care of equipment; purchases some food supplies; checks and receives deliveries; plans work schedules of employees and keep records. Does related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of principles of nutrition and approved methods of food preparation in cooking; good knowledge of the nutritional values of foods; good knowledge of large scale food purchasing and storage; ability to plan and supervise the work of others; ability to keep records and make reports; ability to understand and carry out oral and written directions; and physical condition commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** The written test is designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Overseeing food service operations;**
2. **Office record keeping;**
3. **Preparing written material;**
4. **Supervision and training.**

**SUBJECTS OF EXAMINATION:**

- 1) **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 food borne illnesses.
- 2) **OFFICE RECORD KEEPING** – These questions test your ability to perform common office record keeping tasks. 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 data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
- 3) **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.
- 4) **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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**CALCULATORS ARE PERMITTED FOR THIS EXAMINATION:** DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU SHOULD BRING A HAND-HELD BATTERY-OR- SOLAR POWERED CALCULATOR FOR USE ON THIS TEST. YOU WILL NOT BE PERMITTED TO USE THE CALCULATOR FUNCTION ON YOUR CELL PHONE.

Candidates are required to attain a final average rating of 70 in order to be eligible to have their name placed on the eligible list established as a result of this examination. Life on the list will be stated at the time the list is established.

**APPLICATION FEE:** A \$15.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION FOR MOUNT VERNON RESIDENTS. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

**FEE WAIVER INFORMATION:** A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

For applications go to the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 9:00 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at [www.cmvny.com](http://www.cmvny.com). All applications must be returned to the Civil Service Commission Office on or before the application deadline date. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE.**

**Applications received via mail will not be accepted if postmarked after the closing date deadline of September 28, 2017.**

**RELIGIOUS ACCOMMODATIONS AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

**SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY:** A make-up test will be available for written, physical agility or any medical exams necessary to be placed on an eligible list for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of military orders, DD214, or any other official military document that substantiates active military service PRIOR to the make-up test.

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 has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**ALTERNATE TEST DATE POLICY:** Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

**APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE.** If you have applied for any other Civil Service Exams for employment with NY State or any other local government jurisdiction, you must make arrangements to take the entire exam at ONE test site. If you have applied for both STATE AND LOCAL government exams, you must arrange to take all your exams at the STATE exam center by calling (518) 457-7022 no later than two (2) weeks before the test date.

**It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.**

