



Joan K. Battle  
President

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**CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION**

One Roosevelt Square, Room 103  
Mount Vernon, New York 10550  
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vacant  
Commissioner

Joan O'Meara-Conroy  
Commissioner

**EXAMINATION**  
**SCHOOL FOOD SERVICE MANAGER**  
**OPEN-COMPETITIVE EXAMINATION #60-151**

**DATE OF EXAMINATION:** SATURDAY, OCTOBER 28, 2017  
**PLACE OF EXAMINATION:** AB Davis Middle School - Mount Vernon, New York @ 8:30 A.M.  
**APPLICATION CLOSING DATE:** September 28, 2017 @4:00pm -no exceptions  
**SALARY:** \$72,000.00  
**VACANCY:** At present, there is one vacancy in the City of Mount Vernon City School District.

**RESIDENCY REQUIREMENTS:** Must be a resident of the City of Mount Vernon for not less than one year preceding the date of the written examination.

**REQUIREMENTS FOR TAKING THE EXAM:**

- (a) Graduation from a regionally accredited or New York State registered 4 year college or university with a Bachelor's Degree in accounting or business; PLUS 1 year of experience working in a business office which shall have included the monitoring and implementing of employee payroll and benefits, including the preparation of financial accounting reports and shall have involved some supervision; OR
- (b) Graduation from a regionally accredited New York State registered 2 year college with an Associate's Degree; PLUS 3 years of experience as stated in (a) above.

**SPECIAL REQUIREMENT FOR APPOINTING IN SCHOOL DISTRICTS:** In accordance with the Safe School Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school district must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**NOTE:** For appointment from the resulting eligible list, applicants with a foreign high school or college diploma must submit a course by course evaluation of their educational credentials. You must pay the required evaluation fee. Evaluations will be accepted from services such as: WORLD EDUCATION SERVICES, INC., P.O. BOX 5087, NEW YORK, NY 10274 – 212-966-6311, GLOBE LANGUAGE SERVICES, INC. 319 BROADWAY #200, NEW YORK, NY 10027, 212-227-1994, OR INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC. P.O. BOX 3665, CULVER CITY, CA. 90231.

**DUTIES:** This position is responsible for planning, coordinating and supervising all aspects of the School Lunch Program. The work includes providing direct supervision of all lead food service works in the District, there being one in each of the schools. In addition, the Manager will supervise the Cook Manager. Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of principles, practices and procedures for managing a school food service program through outside contractor; thorough knowledge of kitchen equipment, quantify food preparation and cafeteria operating practices; ability to plan, coordinate and assign work; ability to prepare a budget; ability to develop and direct effective training programs; ability to express ideas clearly both orally and in writing; ability to keep records and prepare reports; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; good knowledge of safety and sanitation procedures; ability to maintain effective working relationships with others; tact and courtesy; good judgment; honesty; dependability and physical condition commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) BASIC NUTRITION AND DIETETICS;
- 2) OVERSEEING FOOD SERVICE OPERATIONS;
- 3) OFFICE RECORD KEEPING;
- 4) PREPARING WRITTEN MATERIAL;
- 5) SUPERVISION AND TRAINING.

**EXPANDED SCOPE STATEMENT:**

- 1) **BASIC NUTRITION AND DIETETICS** - These questions test for knowledge of basic nutrition and dietetics, including such areas as the nutritional value of food, nutritional needs of the persons served, balanced diets, and specific foods and their relation to health.
- 2) **OVERSEEING FEED 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.
- 3) **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. **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 on your cell phone.**

- 4) **PREPARING WRITTEN MATERIAL** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibility. 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.
- 5) **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 and establishing 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 RECOMMENDED FOR THIS EXAMINATION: DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED.**

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.

Applications are available in 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,

**Applications received via mail will not be accepted if postmarked after the closing date deadline of SEPTEMBER 28, 2017. Mail applications to City Hall, Civil Service Office, 1 Roosevelt Square, Mt. Vernon, NY 10550 Room 103.**

**RELIGIOUS OBSERVERS AND DISABLED 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.

**VETERAN'S CREDITS:** Veteran's or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with the application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credits are available from the Civil Service Office. DD214 (Discharge papers must also be submitted). Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the additional credit. No credit may be granted after the establishment of the eligible list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined by Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**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.

**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.**

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

07/27/17