

PLEASE POST CONSPICUOUSLY

# THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAM NO. 62342 FOR

## ASSISTANT SCHOOL LUNCH DIRECTOR

**DATE OF EXAM**

MARCH 19, 2016

**LAST FILING DATE**

JANUARY 29, 2016

**SALARY RANGE**

\$50,000-\$56,000

**ASSISTANT SCHOOL LUNCH DIRECTOR EXAM NO. 62342** NEWBURGH ENLARGED CITY SCHOOL DISTRICT, 124 Grand Street, Newburgh, New York.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applicants, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDERS MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN JANUARY 29, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF JANUARY 29, 2016. (See reverse side for fee waiver information)

**GENERAL STATEMENT OF DUTIES:**

This work involves responsibility for assisting the School Lunch Director in the daily operation of a school lunch program including administrative tasks, such as, budget preparation and financial procedures. The incumbent is responsible for assisting in the efficient and economical provision of nutritious lunches for the district. Work is performed under the general supervision of the School Lunch Director with leeway permitted to exercise independent judgment in carrying out the details of the work. Directs and oversees the work of subordinate food service personnel. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Dietetics, Nutrition, Food Service Administration or Management and one year of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, OR;
- B. (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Dietetics, Nutrition, Food Service Administration or Management and three year of experience in institution management, hotel management or restaurant management involving large quantity food service preparation, scheduling of staff and ordering.

**NOTE:** Institutional food service includes organizations such as schools, business cafeterias, hospitals, nursing homes, or governmental organizations. Large scale commercial food service operations include organizations serving 500 to 2,000 meals daily. Restaurants and fast food type establishments do not qualify as an institutional or large commercial food service operation.

**SEE REVERSE SIDE**

**SUBJECT OF EXAMINATION:** The written test will be designed to test for knowledge, skills and 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

An expanded description of the subjects of the examination is available upon request from the civil service office.

The passing grade for the written examination is 70.0.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examination apply.

**CALCULATOR STATEMENT:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", Address Books", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS FILING INSTRUCTIONS TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED FOR THE SAME DATE:** If you have applied to take any other NYS civil service exams on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application, of the test site at which you will appear to take your exams no later than three weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling (518) 457-7022 no later than two weeks before the exam date.

**APPLICATION FILING FEE WAIVER:** A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance, (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

**Note:** Saturday Sabbath Observers- Handicapped Persons; If special arrangements for testing are required, indicate so on your application form.

**VETERAN'S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214).

Applications are available at the office of the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, Monday – Friday from 8:30 – 4:30, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**THE CITY OF NEWBURGH  
AN EQUAL OPPORTUNITY EMPLOYER  
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Richard Gadbois- Chairman  
Thomas Murphy – Commissioner  
Vera Best- Commissioner  
Michelle Mills – Administrator  
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