

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**

**County Office Building - 175 Arsenal Street**

**Watertown, NY 13601**

**www.co.jefferson.ny.us**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION  
FOR  
NO. 68-981 SCHOOL FOOD SERVICE DIRECTOR 2**

**VACANCIES:** At present, one vacancy exists with the Carthage Central School District

**SALARY:** \$65,000 - \$77,000/yr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

**LAST FILING DATE:** December 23, 2022

**EXAMINATION DATE:** February 11, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

- a.) Bachelor's degree, or equivalent educational experience, 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 related fields; OR
- b.) Bachelor's degree in any academic major and State recognized certificate for school nutrition directors; OR
- c.) Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; OR
- d.) Associates degree, or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, restaurant management, hospitality management, family and consumer sciences, nutrition education, culinary arts, business, or related fields and at least two years of relevant school nutrition programs experience.

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

## **Special Requirement:**

Candidates must complete 8 hours of food safety training not more than 5 years prior to their starting date, or within 30 days of their start date.

**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.

## **Definitions:**

**Equivalent Educational Experience – (as referenced in options (a) and (d) above):** means college credits completed by an individual who does not possess a bachelor's or an associate's degree. For example 60 college credits could be accepted as the equivalent of an associate's degree.

**Related Field – (as referenced in options (a) and (d) above):** refers to other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors would include, but are not limited to, Food Science, Community Nutrition and Marketing, and Hospitality Management. Colleges and universities may use different names for similar majors.

**A State recognized certificate for school nutrition directors (as referenced in option (b) above):** means a certified dietician or a certified nutritionist per article 157 of NYS Education Law.

**Relevant experience in school nutrition programs – (as referenced in options (c) and (d) above):** is experience specifically having worked in any child nutrition program in some capacity, but not necessarily in the food service director position. This includes the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program and the Child and Adult Care Food Program. The experience is relevant/acceptable if it provides the applicant with familiarity of the USDA's school nutrition program.

**NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.**

## **EXAMPLES OF WORK:** (illustrative only)

Plans and directs the operation of the school breakfast and lunch programs for all schools in the district in accordance with State and federal guidelines;

Serves as technical advisor to the school administration in the formulation of policies, procedures and plans for the operation of school food service programs and carries out the established policies;

Coordinates the purchase of foods, supplies and equipment;

Selects, trains and supervises school lunch personnel, determines staff assignments and evaluates work performance and when necessary makes recommendations regarding discipline and dismissal;

Directs the preparation of the school food service program budget for current and long-range expenditures and advises the administration of capital outlay for equipment;

Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations;

Establishes budget control and accounting procedures and maintains and/or supervises the maintenance of financial records;

Designs and or implements ongoing training programs for students on issues relating to the effective operation of the district's food service program;

Ensures staff completes necessary continuing education requirements;

Prepares and analyzes reports relating to school lunch program activities;

Consults with architects and builders on layouts for alteration or construction of school foodservice kitchens and dining rooms;

Consults with staff, students and community agencies to provide better understanding and more efficient operation of the program(s);

Develops a safety program for the use of cafeteria facilities and equipment and implements a continuous program of inspection to insure the elimination of hazardous conditions in the cafeteria areas;

May maintain employee time records;

May research, file and monitor grant applications/grants designed to improve food service operations;

Performs related work as required.

**SCOPE OF EXAMINATION:** Written 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.

### **Administrative techniques and practices**

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

### **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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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