

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** School Food Program Coordinator

**EXAM NO:** 60001160

**SALARY:** \$57,800-\$70,000

**TYPE OF EMPLOYMENT:** Full-time

**EXAM DATE:** 05/03/25

**ISSUE DATE:** 02/24/25

**THE FINAL DATE TO FILE APPLICATIONS:** 03/26/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/04/25

**RESIDENCY WAIVED**

**LOCATION OF POSITIONS/VACANCIES:**

There are currently two vacancies in the title of School Food Program Coordinator. One vacancy at Tompkins-Seneca-Tioga BOCES, and one vacancy at Newfield Central School District. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

**THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**MINIMUM QUALIFICATIONS: EITHER:**

1. Graduation from a regionally accredited or New York State registered 4-year college or university with a Bachelor's Degree with specialization in foods, nutrition, culinary arts, hotel management or related field; OR
2. Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in applied science with specialization in food, nutrition, culinary arts, hotel management or related field AND 2 years of satisfactory experience in institutional management, hotel administration, or restaurant management involving large quantity food service; OR
3. Graduation from high school AND 4 years of experience in institution management, hotel administration, or restaurant management involving large quantity food service; OR
4. Any equivalent combination of experience and training as defined by the limits of (A) through (C) above.

NOTE: One (1) year of training in a college or technical institute is equivalent to 2 years of experience.

**SPECIAL REQUIREMENTS:**

Must be serv-safe certified at time of application or have serv-safe certification within 6 months of employment. Must maintain serv-safe certification while employed in this title.

**DISTINGUISHING FEATURES OF THE CLASS:**

Manages a school breakfast and lunch program, serving from 400-600 meals daily, to children and adults; does related work as required. This is an important supervisory position involving responsibility for efficiently and economically providing nutritious breakfasts and lunches for school children. Depending upon the size of the school food program, work will be performed under the direction of a school district administrator.

Plans, prepares, cooks and supervises a school breakfast and lunch program, serving from 400-600 meals to children and adults; does related work as required. This is an important supervisory position involving responsibility for efficiently and economically providing nutritious food for school children, supervising food service helpers and cooks. This position also requires that the School Food Program Coordinator assists in the preparation and cooking of the meals. Depending upon the size of the school food program, work will be performed under the direction of a school district administrator.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Plans, supervises, and participates in the preparation and service of breakfasts and lunches in a large school or in several small schools;
- Plans menus or recommends changes in master cycle menus with due regard for nutritional values, acceptability, and budgetary limitations;
- Determines requirements and submits requisitions for foods, supplies, and equipment;
- Prepares layouts and makes recommendations for maintenance of and additions to equipment and plant;
- Maintains approved standards of sanitation, health, and safety;
- Supervises and trains school food personnel, makes staff assignments, and evaluates work performance;
- Assists in the selection of school food program personnel;
- Receives, inspects, stores and distributes supplies, and maintains inventories and related records;
- Supervises the collection of and accounting for cash receipts;
- Makes reports relating to school food program activities;
- Provides information to school staff, students, and community agencies that will promote increased interest in the program.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

- Good knowledge of the fundamentals of nutrition and their application to the health of children and adults;
- Good knowledge of all phases of the school food program;
- Good knowledge of the principles and practices of large quantity food preparation, menu planning, cooking, purchasing, equipment selection and care, sanitary food handling and storage;
- Ability to plan and supervise the work of others;
- Ability to train personnel;
- Ability to keep records and prepare reports;
- Ability to maintain good personal relations with children and adults;
- Ability to understand and carry out oral and written directions;
- Initiative;
- Neat personal appearance;
- Tact and good judgment;
- Courtesy;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

Originally created 2/2024

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### **Complete Scope of the Examination and Expanded Subtest Descriptions:**

#### **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**.

### **Test Guide:**

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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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 or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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 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.

**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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850