



**CORRECTIONAL SUPERVISING COOK
(CORRECTIONAL FACILITY)**
California Correctional Health Care Services

OPEN – CONTINUOUS FILING

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Position Information

Positions currently exist statewide with the California Correctional Health Care Services.

A Correctional Supervising Cook (Correctional Facility), under direction, either (1) in a small State correctional culinary program, plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, has charge of a shift and supervises and assists with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, supervises a large crew in the preparation, cooking, and serving of food to residents and employees; supervises the maintenance of culinary equipment, supplies, and work areas; instructs culinary workers; maintains order and supervises the conduct of inmates, residents workers, or patients; protects and maintains the safety of persons and property; instructs, leads, or supervises inmates or resident workers as needed; and does other related work.

Salary and Benefit Information

Currently, as of October 1, 2016: \$3,122 - \$3,912 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II.



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Minimum Qualifications (Continued)

Or II

Experience: Two years of experience in a supervisory capacity over cooks and other food service workers with responsibility for supervising and assisting with the preparation, cooking, and serving of various food items. **And**

Education: Equivalent to completion of the twelfth grade.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities;
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas;
3. Food handling sanitation (Hazard Analysis Critical Control Point Programs);
4. Principles of effective supervision;
5. Food accounting;
6. Use of purchase orders for food and equipment;
7. Training methods.

Ability to:

1. Plan palatable and adequate menus;
2. Plan, organize, and direct the work of others;
3. Keep records;
4. Keep inventories and make requisitions;
5. Use of appropriate equipment;
6. Determine food quantities necessary for groups of varying size;



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Examination Information (Continued)

Ability to:

7. Plan food production to schedule;
8. Plan and conduct in-service training programs;
9. Analyze situations accurately and take effective action.

How to Apply and Test

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at www.jobs.ca.gov. The T&E for this examination can be found on our website at www.cphcs.ca.gov or a copy can be obtained by calling (916) 691-5894.

By mail:

California Correctional Health
Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

In person:

California Correctional Health
Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

If you are personally delivering your application material, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the T&E to re-establish list eligibility.

Veteran's Preference and Career Credits

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



General Information

Applications are available at the State’s career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

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If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran’s Preference: California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at <http://www.cdva.ca.gov/>. Veteran’s Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.