



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY) Training and Experience Assessment

### PLEASE READ INSTRUCTIONS CAREFULLY

This Training and Experience Assessment (T&E) will be used to measure your experience, training, and/or education relevant to the Correctional Supervising Cook (Correctional Facility). It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with California Correctional Health Care Services (CCHCS).

**The T&E is the exam** and it will be weighted **100%** of your score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The eligible list resulting from this exam will be used by CCHCS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

Please follow all instructions carefully and completely.

### **THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me on this exam is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this exam and may not be allowed to compete in future exams for State employment. If already hired from the result of this exam, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 NAME (PRINTED): \_\_\_\_\_ LAST FOUR DIGITS SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 WORK PHONE NUMBER: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

### **FILING INSTRUCTIONS:**

Please submit **1.) a State application (STD. 678)** (Go to: <https://jobs.ca.gov/Profile/StateApplication> for a copy of the State application.) and **2.) this Completed Training and Experience Assessment** as follows:

#### **By mail to:**

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

**OR**

#### **In person to:**

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

**CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)**  
**Training and Experience Assessment**

Name: \_\_\_\_\_

**MINIMUM QUALIFICATIONS**

**You must meet the Minimum Qualifications by the date the T&E is signed. If not, your application will be rejected and your T&E exam will not be scored. Please ensure that your State application (STD. 678) clearly indicates your experience, training, and/or education relevant to the Correctional Supervising Cook (Correctional Facility) Minimum Qualifications as stated below:**

**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.

**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.

**CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)  
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**JOB REQUIREMENTS**

**The following are job requirements. Please indicate your willingness to comply with each job requirement listed.**  
*(Please note, if you are unwilling or unable to comply with any of the following job requirements, you will be eliminated from further consideration in this exam.)*

1. Are you willing to work at California Department of Corrections and Rehabilitation's correctional facilities with the California Correctional Health Care Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you willing to treat patients in a professional, ethical, and tactful manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you willing to follow institutional safety and security policies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you willing to maintain privacy and confidentiality regarding individual patient health information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Are you willing to promote positive, collaborative, professional working relationships among co-workers and peace officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Are you willing to comply with tuberculosis screening requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are you willing to work around peace officers armed with chemical agents and/or weapons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are you willing to follow the institutional dress code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are you willing to work with inmates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Are you willing to travel for training and job-related purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)**  
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Name: \_\_\_\_\_

WORK EXPERIENCE	FREQUENCY					LEVEL OF SKILL			
	Daily	Weekly	Monthly	Annually	Never	I could train others to do this task.	I am fully trained on this task.	I could use additional training on this task.	I have no training or experience doing this task.
<p><b>Instructions:</b> For Items 11 – 21, please check the box that best indicates the following:</p> <p><b>Frequency:</b></p> <ul style="list-style-type: none"> <li>Check <b>only one</b> box to indicate the frequency in which you have performed this task.</li> </ul> <p><b>Level of Skill:</b></p> <ul style="list-style-type: none"> <li>Check <b>only one</b> box to indicate the level of skill you have in performing this task.</li> </ul>									
11. Have you supervised the work of cooks and food-service workers to make sure that it meets quality, quantity, and timeliness standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
12. Have you supervised cooks and food-service workers in the cleaning and sanitizing of cooking utensils, equipment, and work areas in order to keep the food-service area sanitary and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
13. Have you helped in the training of new food-service staff in order to teach them kitchen safety policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
14. Have you monitored serving lines to make sure portion control, proper food presentation, and health and safety guidelines are followed by cooks and food-service workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
15. Have you monitored cooks and food-service workers in the inspection of food, equipment, and supplies received and stored to ensure quality, quantity, proper storage, and temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
16. Have you monitored cooks and food-service workers in order to make sure personal hygiene standards and dress codes meet local and State health and safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
17. Have you conducted staff meetings with cooks and food-service workers to share information and policy and regulation updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
18. Have you trained cooks and food-service workers in the use of safe food handling practices in order to prevent foodborne illness or death?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
19. Have you trained cooks and food-service workers in the preparation and cooking of various food items in order to serve groups of varying sizes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
20. Have you trained cooks and food-service workers in the proper operation of food-service equipment in order to maintain safety in the food-service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
21. Have you trained cooks and food-service workers in the prevention of accidents and injuries in the food-service area in order to create a safe work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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Name: \_\_\_\_\_

WORK EXPERIENCE	FREQUENCY					LEVEL OF SKILL			
	Daily	Weekly	Monthly	Annually	Never	I could train others to do this task.	I am fully trained on this task.	I could use additional training on this task.	I have no training or experience doing this task.
<p><b>Instructions:</b> For Items 22 – 26, please check the box that best indicates the following:</p> <p><b>Frequency:</b></p> <ul style="list-style-type: none"> <li>Check <b>only one</b> box to indicate the frequency in which you have performed this task.</li> </ul> <p><b>Level of Skill:</b></p> <ul style="list-style-type: none"> <li>Check <b>only one</b> box to indicate the level of skill you have in performing this task.</li> </ul>									
22. Have you implemented safe food handling practices as mandated by rules, regulations, and /or procedures in order to prevent foodborne illness or death?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
23. Have you conducted safety and sanitation inspections of food-service work areas in order to ensure local and State health and safety standards are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
24. Have you coordinated the preventative maintenance and repair of food-service equipment in order to make sure equipment is working correctly and to extend its life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
25. Have you resolved disagreements and conflicts between cooks and food-service workers to achieve a harmonious, productive working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
26. Have you assigned and delegated work to cooks and food-service workers to ensure the food-service/kitchen operates effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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KNOWLEDGE, SKILLS, AND ABILITIES	LEVEL OF EXPERTISE			
<p><b>Instructions:</b> For Items 27 – 30, please check the box that best indicates the following:</p> <p><b>Level of Expertise:</b></p> <ul style="list-style-type: none"> <li>Which statement best describes the level of expertise you have with each knowledge, skill, or ability.</li> </ul>	<b>I have a lot of experience using this skill on the job.</b>	<b>I have some experience using this skill on the job.</b>	<b>I have little experience using this skill on the job.</b>	<b>I have no experience using this skill on the job.</b>
27. Do you have the skill to safely use appropriate food-service equipment in order to prepare, cook, dispense, and serve food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Do you have the skill to plan and conduct in-service training/on-the-job training to provide instruction and direction to cooks and food-service workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Do you have the skill to perform basic math like addition, subtraction, multiplication, and division to add amounts, calculate weight, calculate time spent, and perform inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Do you have the skill to promote positive, cooperative, and professional working relationships among staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)  
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**CONDITIONS OF EMPLOYMENT (Form 631)**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> (A) Any                 | <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (U) Limited-Term Part-Time |
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (V) Permanent Part-Time    | <input type="checkbox"/> (T) Permanent Intermittent |

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**LOCATIONS YOU ARE WILLING TO WORK**

**NOTE:** California State Prison has been abbreviated to "CSP".

(0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

**NORTHERN REGION**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 0309 <b>Mule Creek State Prison</b><br>Ione, Amador County              | <input type="checkbox"/> 3400 <b>Headquarters</b><br>Elk Grove, Sacramento County  | <input type="checkbox"/> 4804 <b>California Medical Facility</b><br>Vacaville, Solano County  |
| <input type="checkbox"/> 0802 <b>Pelican Bay State Prison</b><br>Crescent City, Del Norte County | <input type="checkbox"/> 3404 <b>Folsom State Prison</b><br>Represa, Sacramento County   | <input type="checkbox"/> 4811 <b>CSP, Solano</b><br>Vacaville, Solano County                  |
| <input type="checkbox"/> 1802 <b>California Correctional Center</b><br>Susanville, Lassen County | <input type="checkbox"/> 3423 <b>CSP, Sacramento</b><br>Represa, Sacramento County   | <input type="checkbox"/> 5505 <b>Sierra Conservation Center</b><br>Jamestown, Tuolumne County |
| <input type="checkbox"/> 1805 <b>High Desert State Prison</b><br>Susanville, Lassen County       | <input type="checkbox"/> 3901 <b>Deuel Vocational Institution</b><br>Tracy, San Joaquin County   |   |
| <input type="checkbox"/> 2102 <b>San Quentin State Prison</b><br>San Quentin, Marin County       | <input type="checkbox"/> 3914 <b>California Health Care Facility/<br/>DeWitt Correctional Facility</b><br>Stockton, San Joaquin County |   |

**CENTRAL REGION**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1015 <b>Pleasant Valley State Prison</b><br>Coalinga, Fresno County | <input type="checkbox"/> 1606 <b>CSP, Corcoran</b><br>Corcoran, Kings County                                 | <input type="checkbox"/> 2701 <b>Correctional Training Facility</b><br>Soledad, Monterey County         |
| <input type="checkbox"/> 1514 <b>North Kern State Prison</b><br>Delano, Kern County          | <input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility</b><br>Corcoran, Kings County | <input type="checkbox"/> 2708 <b>Salinas Valley State Prison</b><br>Soledad, Monterey County            |
| <input type="checkbox"/> 1522 <b>Kern Valley State Prison</b><br>Delano, Kern County         | <input type="checkbox"/> 2003 <b>Central California Women's Facility</b><br>Chowchilla, Madera County        | <input type="checkbox"/> 4005 <b>California Men's Colony</b><br>San Luis Obispo, San Luis Obispo County |
| <input type="checkbox"/> 1605 <b>Avenal State Prison</b><br>Avenal, Kings County             | <input type="checkbox"/> 2004 <b>Valley State Prison</b><br>Chowchilla, Madera County                        |   |

**SOUTHERN REGION**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County        | <input type="checkbox"/> 1523 <b>California City Correctional Facility</b><br>California City, Kern County | <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County                 |
| <input type="checkbox"/> 1308 <b>Centinel State Prison</b><br>Imperial, Imperial County            | <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County                     | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County    |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County | <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County           | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County |
| <input type="checkbox"/> 1513 <b>Wasco State Prison</b><br>Wasco, Kern County                      | <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County           | <input type="checkbox"/> 3715 <b>R.J. Donovan Correctional Facility</b><br>San Diego, San Diego County |

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.

**CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)  
Training and Experience Assessment**

Name: \_\_\_\_\_

**RECRUITMENT QUESTIONNAIRE**

**HOW DID YOU HEAR ABOUT THE CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY) EXAM?**

*The questions below are not part of the exam and are for informational purposes only.*

**1. Check the box(es) that best describes how you found out about the Correctional Supervising Cook (Correctional Facility) exam.**

- College Recruitment
- CDCR Employee/Relative
- CDCR Website
- Job Fair/Career Event (California)
- Job Fair/Career Event (Outside of California)
- Advertisement in Magazine/Journal
- Mailer
- Newspaper
- Internet Search (Career Builder, Google, AOL, etc.)
- California Department of Human Resources (CalHR)

**2. Check the box(es) that best describes the reason for selecting CCHCS as your place of employment.**

- Competitive Salary
- Benefits
- Retirement
- Career Challenge
- Gain Experience in a Correctional Setting
- Flexible Shifts
- Opportunity
- All of the Above