



SUPERVISING COOK I
Departmental Open
Exam Code: 1TR14

Department:	Caltrans
Bulletin Release Date:	11/14/2015
Cut-off Date:	Continuous
Salary:	\$3,124.00 to \$3,912.00
Exam Type:	State-wide
Location(s):	Dist 03 Caltrans Marysville Dist 10 Caltrans Stockton

INTRODUCTION

Caltrans is pleased to announce the posting of the **Supervising Cook I** examination. Employment from this examination will be offered in Districts 03 and 10.

Applications (STD 678) will be accepted continuously throughout the year, however, will only be processed during the current administration period. Generally, this examination is administered **bi-annually**, in January and July, although this is subject to change based on testing needs. Employment from this examination will be offered in Districts 03 and 10.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Once you are successful and have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are successful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

*FILE BY MAIL:

Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

*FILE IN PERSON:

Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

Under direction, either (1) in a small State institution, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a large State institution, to have charge of a shift and to supervise and assist with the preparation, cooking and serving of food to residents and employees; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for Caltrans in Districts 03 and 10. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: 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 requirements.

MINIMUM QUALIFICATIONS

Either I

Two years of experience performing the duties of a Cook II in the California state service.

Or II

Experience: One year of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising and assisting with preparation, cooking, and serving of meals for at least 250 persons a meal.

And

Education: Equivalent to completion of the eighth grade.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/2181.aspx>

EXAMINATION INFORMATION

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that the Supplemental Application Questionnaire will be mailed after the cut-off date.

The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. Competitors who do not complete the Supplemental Application will be eliminated from this examination.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving 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
4. Food values as well as nutrition and economical substitutions within food groups
5. Principles of effective supervision
6. Food accounting
7. Use of purchase orders for food and equipment
8. Training methods
9. Department's Equal Employment Opportunity Program objectives
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives

Skill in:

1. Judging food quality
2. Preparation and cooking of all food groups

Ability to:

1. Plan palatable and adequate menus
2. Plan, organize, and direct the work of others
3. Keep records and prepare records
4. Keep inventories and make requisitions
5. Use appropriate equipment
6. Determine food quantities necessary for groups of varying size
7. Direct the preparation of special diets
8. Plan food production to schedule
9. Plan and conduct in-service training programs
10. Analyze situations accurately and take effective action
11. Effectively contribute to the department's Equal Employment Opportunity objectives

SPECIAL PERSONAL CHARACTERISTICS

1. Supervisory ability
2. Personal cleanliness
3. Good sense of smell and taste
4. Freedom from communicable disease

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7427.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department 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 revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by 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. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://www.jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.