



# SUPERVISING CORRECTIONAL COOK, DEPARTMENT OF CORRECTIONS

Final Filing Date: CONTINUOUS

## OPEN - SPOT

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**AN EQUAL  
EMPLOYMENT  
OPPORTUNITY  
EMPLOYER**

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.

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**EXAMINATION BASE**

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:

**SEE ATTACHED LISTING**

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**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

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**HOW TO APPLY**

Submit Examination Applications (Std. Form 678) to one of the addresses indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**NOTE:** Only applications with an original signature will be accepted.

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**APPLICATION  
DEADLINE/  
REQUIREMENTS**

Each testing office will accept applications continuously and will notify and test applicants as needed. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

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**TEST DATE**

To learn more about examination date(s) within this testing period, contact the testing office(s) indicated on this bulletin.

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**SALARY RANGE(S)**

As of: November 12, 2015

**\$3,732 - \$4,671**

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**BENEFITS**

- Generous paid vacation/sick leave or annual leave
  - Twelve (11) paid days (holidays, personal holiday, and professional development days)
  - Health, Dental, and Vision Care Plans
  - California Public Employees' Safety Retirement Plan
  - Deferred Compensation Plans (401K and 457 plans)
  - Flex-Elect (Medical & Dental and Dependent Care)
  - Long-Term Care Program
  - Home Loan Program (CalPERS)
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**MINIMUM  
QUALIFICATIONS**

Equivalent to completion of the eighth grade. **and**

**Either I**

One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility).

**Or II**

Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal.

**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 inmates.

Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above 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.

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**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION  
PLAN**

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. 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 nutritional and economical substitutions within food groups.
5. Food accounting.
6. Use of purchase orders for food and equipment.
7. Methods of cutting and preparing meat.
8. Training methods.
9. Principles of effective supervision.
10. Laws and rules governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs.
11. The Department's Equal Employment Opportunity Program objectives.
12. A supervisor's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment objectives.

**B. Ability to:**

1. Plan palatable and adequate menus.
2. Plan, organize, and direct the work of others.
3. Adjust rations to changing needs.
4. Keep inventories and make requisitions.
5. Use of appropriate equipment.
6. Judge food quality.
7. Prepare and cook all food groups.
8. Determine food quantities necessary for groups of varying size.
9. Direct the preparation of special diets (both medical and religious).
10. Plan food production to schedule.
11. Communicate effectively at a level required for successful job performance.
12. Plan and conduct in-service training programs.
13. Analyze situations accurately and adopt an effective course of action.
14. Keep records and prepare reports.
15. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**ELIGIBLE LIST  
INFORMATION**

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

**A Supervising Correctional Cook, Department of Corrections**, is a first level supervisor who plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to inmates and employees; supervises the maintenance of food service equipment, supplies, and work areas; directs, trains, supervises and evaluates the work of inmates and employees and takes or recommends appropriate action; may have responsibility for one of the central kitchens in a multi-facility; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs and performs other related work.

Position(s) exist with the institution(s) listed on the attached listing with CDCR.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate Box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS'  
PREFERENCE/  
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at [www.calvet.ca.gov/veteran-services-benefits/employment](http://www.calvet.ca.gov/veteran-services-benefits/employment).

**The Department of Corrections and Rehabilitation** 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**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 CDCR TESTING INFORMATION CALL (916) 322-2545**  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

**ATTACHED LISTING: ADULT AND JUVENILE FACILITIES**

Submit applications to one of the addresses indicated below.

**1605 AVENAL STATE PRISON**  
P.O. BOX 8  
#1 Kings Way  
Avenal, CA 93204  
(559) 386-0587 EXT. 5082  
TRS: DIAL 7-1-1

**4118 CALIFORNIA CORRECTIONAL CENTER**  
P.O. BOX 790  
711-045 Center Road  
Susanville, CA 96127  
(530) 257-2181 EXT. 4550  
TRS: DIAL 7-1-1

**1503 CALIFORNIA CORRECTIONAL INSTITUTION**  
P.O. BOX 1031  
24900 Highway 202  
Tehachapi, CA 93581  
(661) 822-4402 EXT. 4380  
TRS: DIAL 7-1-1

**4168 CALIFORNIA CITY CORRECTIONAL FACILITY**  
P.O. BOX 2646  
22844 Virginia Boulevard  
California City, CA 93504  
(760) 246-7600 EXT. 7506  
TRS: DIAL 7-1-1

**3914 CALIFORNIA HEALTH CARE FACILITY**  
P.O. BOX 32050  
7707 S. Austin Road  
Stockton, CA 95213  
(209) 467-2644  
TRS: DIAL 7-1-1

**3612 CALIFORNIA INSTITUTION FOR MEN**  
P.O. BOX 128  
14901 Central Avenue  
Chino, CA 91708  
(909) 597-1821 EXT. 4651  
TRS: DIAL 7-1-1

**4106 CALIFORNIA INSTITUTION FOR WOMEN**  
P.O. BOX 6000  
16756 Chino-Corona Road  
Corona, CA 92878  
(909) 597-1771 EXT. 5252  
TRS: DIAL 7-1-1

**4804 CALIFORNIA MEDICAL FACILITY**  
P.O. BOX 2000  
1600 California Drive  
Vacaville, CA 95696  
(707) 448-6841 EXT. 2296  
TRS: DIAL 7-1-1

**4005 CALIFORNIA MEN'S COLONY**  
P.O. BOX 8101  
Highway 1  
San Luis Obispo, CA 93403  
(805) 547-7946  
TRS: DIAL 7-1-1

**3310 CALIFORNIA REHABILITATION CENTER**  
P.O. BOX 1841  
5<sup>th</sup> and Western  
Norco, CA 92860  
(951) 273-2945  
TRS: DIAL 7-1-1

**1606 CALIFORNIA STATE PRISON, CORCORAN**  
P.O. BOX 8800  
4001 King Avenue  
Corcoran, CA 93212  
(559) 992-8800 EXT. 5080  
TRS: DIAL 7-1-1

**1995 CALIFORNIA STATE PRISON, LOS ANGELES COUNTY**  
44750 60<sup>th</sup> Street West  
Lancaster, CA 93536  
(661) 720-2000 EXT. 5200  
TRS: DIAL 7-1-1

**4144 CALIFORNIA STATE PRISON, SACRAMENTO**  
P.O. BOX 290010  
Represa, CA 95671  
(916) 985-8610 EXT. 5330  
TRS: DIAL 7-1-1

**2102 CALIFORNIA STATE PRISON, SAN QUENTIN**  
San Quentin, CA 94964  
(415) 454-1460 EXT. 5820  
TRS: DIAL 7-1-1

**4811 CALIFORNIA STATE PRISON, SOLANO**  
P.O. BOX 4000  
2100 Peabody Road  
Vacaville, CA 95696  
(707) 451-0182 EXT. 5552  
TRS: DIAL 7-1-1

**1608 CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY AT CORCORAN**  
P.O. BOX 7100  
900 Quebec Avenue  
Corcoran, CA 93212  
(559) 992-7100 EXT. 5640  
TRS: DIAL 7-1-1

**1307 CALIPATRIA STATE PRISON**  
P.O. BOX 5001  
7018 Blair Road  
Calipatria, CA 92233  
(760) 348-7000 EXT. 5200  
TRS: DIAL 7-1-1

**1308 CENTINELA STATE PRISON**  
P.O. BOX 731  
2302 Brown Road  
Imperial, CA 92251  
(760) 337-7900 EXT. 5215  
TRS: DIAL 7-1-1

**2003 CENTRAL CALIFORNIA WOMEN'S FACILITY**  
P.O. BOX 1501  
23370 Road 22  
Chowchilla, CA 93610  
(559) 665-5531 EXT. 5045  
TRS: DIAL 7-1-1

**4128 CHUCKAWALLA VALLEY STATE PRISON**  
P.O. BOX 2289  
Blythe, CA 92226  
19025 Wiley's Well Road  
Blythe, CA 92225  
(760) 922-5300 EXT. 5210  
TRS: DIAL 7-1-1

**2701 CORRECTIONAL TRAINING FACILITY**  
P.O. BOX 686  
Highway 101 North  
Soledad, CA 93960  
(831) 678-3951 EXT. 4585  
TRS: DIAL 7-1-1

**3901 DEUEL VOCATIONAL INSTITUTION**  
P.O. BOX 400  
23500 Kasson Road  
Tracy, CA 95378  
(209) 835-4141 EXT. 5610  
TRS: DIAL 7-1-1

**3404 FOLSOM STATE PRISON**  
P.O. BOX 910  
Folsom, CA 95763  
(916) 985-2561 EXT. 4774  
TRS: DIAL 7-1-1

**1805 HIGH DESERT STATE PRISON**  
P.O. BOX 270220  
Susanville, CA 96127  
475-750 Rice Canyon Road  
Susanville, CA 96130  
(530) 251-5100 EXT. 5631  
TRS: DIAL 7-1-1

**3329 IRONWOOD STATE PRISON**  
P.O. BOX 2229  
19005 Wiley's Well Road  
Blythe, CA 92226  
(760) 921-3000 EXT. 5408  
TRS: DIAL 7-1-1

**1522 KERN VALLEY STATE PRISON**  
3000 West Cecil Avenue  
Delano, CA 93216  
(661) 721-6300 EXT. 5606  
TRS: DIAL 7-1-1

**0309 MULE CREEK STATE PRISON**  
P.O. BOX 409099  
4001 Highway 104  
Ione, CA 95640  
(209) 274-4911 EXT. 5201  
TRS: DIAL 7-1-1

**1514 NORTH KERN STATE PRISON**  
P.O. BOX 5007  
2737 West Cecil Avenue  
Delano, CA 93216  
(661) 721-2345 EXT. 6703  
TRS: DIAL 7-1-1

**0802 PELICAN BAY STATE PRISON**  
P.O. BOX 7200  
5905 Lake Earl Drive  
Crescent City, CA 95531  
(707) 465-9198  
TRS: DIAL 7-1-1

**1015 PLEASANT VALLEY STATE PRISON**  
P.O. BOX 8506  
24863 West Jayne Avenue  
Coalinga, CA 93210  
(559) 935-4900 EXT. 5635  
TRS: DIAL 7-1-1

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**ATTACHED LISTING: ADULT AND JUVENILE FACILITIES (Continued)**

Submit applications to one of the addresses indicated below.

**4132 PEACE OFFICER SELECTIONS &  
EMPLOYEE DEVELOPMENT**

R.A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632  
(209) 744-5000 EXT. 4002  
TRS: DIAL 7-1-1

**3715 RICHARD J. DONOVAN  
CORRECTIONAL FACILITY**

480 Alta Road  
San Diego, CA 92179  
(619) 661-6500 EXT. 7807  
TRS: DIAL 7-1-1

**2708 SALINAS VALLEY STATE PRISON**

P.O. BOX 1020  
31625 Highway 101  
Soledad, CA 93960  
(831) 678-5500 EXT. 5584  
TRS: DIAL 7-1-1

**5505 SIERRA CONSERVATION CENTER**

P.O. BOX 497  
5100 O'Byrnes Ferry Road  
Jamestown, CA 95327  
(209) 984-5291 EXT. 5311  
TRS: DIAL 7-1-1

**2004 VALLEY STATE PRISON**

P.O. BOX 99  
21633 Avenue 24  
Chowchilla, CA 93610  
(559) 665-6100 EXT. 5600  
TRS: DIAL 7-1-1

**4111 VENTURA YOUTH CORRECTIONAL  
FACILITY**

3100 Wright Rd.  
Camarillo, CA 93010  
(805) 485-7951  
TRS: DIAL 7-1-1

**4135 WASCO STATE PRISON RECEPTION  
CENTER**

P.O. BOX 8800  
701 Scofield Avenue  
Wasco, CA 93280  
(661) 758-8400 EXT. 5170  
TRS: DIAL 7-1-1