CORRECTIONAL SUPERVISING COOK  
(CORRECTIONAL FACILITY)  
California Correctional Health Care Services  
OPEN – CONTINUOUS FILING

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

Under direction, in the Department of Corrections and Rehabilitation, either (1) in a small State correctional culinary program, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, to supervise a large crew in 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; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, or resident workers; and to do other related work.

Salary and Benefit Information  
Currently, as of July 1, 2013: $2,899 - $3,632 per month

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

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.
Correctional Supervising Cook (Correctional Facility)

California Correctional Health Care Services’ vision is to provide constitutionally adequate medical care to inmate-patients of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.

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.

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.
4. Keep inventories and make requisitions.
5. Use of appropriate equipment.
6. Determine food quantities necessary for groups of varying size.
7. Plan food production to schedule.
8. Plan and conduct in-service training programs.
9. Analyze situations accurately and take effective action.

Special Personal Requirements: 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 Requirements: 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.
**How to Apply and Test**
Submit a State Application (Std. Form 678) and the Training and Experience Assessment, attached to this bulletin, for this examination.

**By mail:**
California Correctional Health Care Services
Selection Services Section, 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 CCHCS’ Selection Services Section at (916) 691-5894 to make specific arrangements. The State Application can be found at www.jobs.ca.gov.

**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(s) 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(s) warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish 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.

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.

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 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.
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 questionnaire 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 examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, 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
ATTN: Selection Services Section; Building 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
MINIMUM QUALIFICATIONS

You must meet the Minimum Qualifications by the date this 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.
## 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.)*

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

### Instructions:
For Items 1 – 7, please check the box that best indicates the following:

- **Frequency:**
  - How often have you performed this task?

- **Level of Skill:**
  - What is your level of skill in performing this task?

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<th>FREQUENCY</th>
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<td>Daily</td>
<td>I could train others to do this task.</td>
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<td>Weekly</td>
<td>I am fully trained on this task.</td>
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<td>Monthly</td>
<td>I could use additional training on this task.</td>
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<td>Annually</td>
<td>I have no training or experience doing this task.</td>
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### WORK EXPERIENCE

**Instructions:** For Items 8 – 14, please check the box that best indicates the following:

- **Frequency:** How often have you performed this task?
- **Level of Skill:** What is your level of skill in performing this task?

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<td>I could use additional training on this task.</td>
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<td>I have no training or experience doing this task.</td>
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**8.** Have you trained cooks and food-service workers in the use of safe food handling practices in order to prevent food borne illness or death?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**9.** 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?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**10.** 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?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**11.** 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?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**12.** Have you implemented safe food handling practices as mandated by rules, regulations, and/or procedures in order to prevent food borne illness or death?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**13.** 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?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.

**14.** 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?  
- [ ] Daily  
- [ ] Weekly  
- [ ] Monthly  
- [ ] Quarter/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.
## WORK EXPERIENCE

### Instructions:
For Items 15 – 16, please check the box that best indicates the following:

- **Frequency:** How often have you performed this task?
- **Level of Skill:** What is your level of skill in performing this task?

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<tr>
<th>FREQUENCY</th>
<th>LEVEL OF SKILL</th>
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<tbody>
<tr>
<td>Daily</td>
<td>Never, I could train others to do this task.</td>
</tr>
<tr>
<td>Weekly</td>
<td>Never, I am fully trained on this task.</td>
</tr>
<tr>
<td>Monthly/Annually</td>
<td>Never, I could use additional training on this task.</td>
</tr>
<tr>
<td>Never</td>
<td>Never, I have no training or experience doing this task.</td>
</tr>
</tbody>
</table>

15. Have you resolved disagreements and conflicts between cooks and food-service workers to achieve a harmonious, productive working environment?

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly/Annually</th>
<th>Never</th>
<th>Never</th>
<th>Never</th>
<th>Never</th>
</tr>
</thead>
</table>
16. Have you assigned and delegated work to cooks and food-service workers to ensure the food-service/kitchen operates effectively?

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly/Annually</th>
<th>Never</th>
<th>Never</th>
<th>Never</th>
<th>Never</th>
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## SKILLS

### Instructions:
For Items 17 – 20, please check the box that best indicates the following:

- **Level of Experience:** The level of experience you using each skill on the job.

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>LEVEL OF EXPERIENCE</th>
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<tbody>
<tr>
<td>17. Do you have the skill to safely use appropriate food-service equipment in order to prepare, cook, dispense, and serve food?</td>
<td>I have a lot of experience using this skill on the job.</td>
</tr>
<tr>
<td>18. 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?</td>
<td>I have a lot of experience using this skill on the job.</td>
</tr>
<tr>
<td>19. 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?</td>
<td>I have a lot of experience using this skill on the job.</td>
</tr>
<tr>
<td>20. Do you have the skill to promote positive, cooperative, and professional working relationships among staff?</td>
<td>I have a lot of experience using this skill on the job.</td>
</tr>
</tbody>
</table>
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 examination, 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.

- **(D) Permanent Full-Time**
- **(K) Limited-Term Full-Time**
- **(R) Permanent Part-Time**
- **(U) Limited Term Part-Time**
- **(T) Permanent Intermittent**
- **(A) Any**

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.

**NOTE:** California State Prison has been abbreviated to “CSP”. Youth Correctional Facility has been abbreviated to “YCF”.

- **(S) ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary.
- **7238 UPPER NORTHERN REGION** – If this box is marked, no further selection is necessary.
  - **ADULT FACILITIES:**
    - CSP, Sacramento
    - California Correctional Center
    - Vacaville, Solano County
  - **YOUTH FACILITIES:**
    - CSP, Corcoran
    - Richard A. McGee Correctional Training Center
    - Galt, Sacramento County
  - **NOTE:** If this box is marked, no further selection is necessary.

- **7231 NORTHERN REGION** – If this box is marked, no further selection is necessary.
  - **ADULT FACILITIES:**
    - Mule Creek State Prison
    - Ione, Amador County
    - CSP, San Quentin
    - San Quentin, Marin County
    - Folsom State Prison
    - El Dorado, Sacramento County
    - Richard A. McGee Correctional Training Center
    - Galt, Sacramento County
    - CSP, Sacramento
    - Represa, Sacramento County
  - **YOUTH FACILITIES:**
    - TMP, Chowchilla
    - Del Norte County
    - CSP, North California YCF
    - Chowchilla, Fresno County
    - CSP, Upper California YCF
    - Del Norte County
  - **NOTE:** If this box is marked, no further selection is necessary.

- **7232 CENTRAL REGION** – If this box is marked, no further selection is necessary.
  - **ADULT FACILITIES:**
    - Pleasant Valley State Prison
    - Coalinga, Fresno County
    - North Kern State Prison
    - Delano, Kern County
    - Kern Valley State Prison
    - Delano, Kern County
    - Avenal State Prison
    - Avenal, Kings County
    - CSP, Corcoran
    - Corcoran, Kings County
    - California Substance Abuse Treatment Facility
    - Corcoran, Kings County
  - **YOUTH FACILITIES:**
    - CSP, Los Angeles
    - Lancaster, Los Angeles County
    - CSP, Santa Clarita
    - Santa Clarita, Los Angeles County
    - CSP, Los Angeles
    - Lancaster, Los Angeles County
  - **NOTE:** If this box is marked, no further selection is necessary.

- **7233 SOUTHERN REGION** – If this box is marked, no further selection is necessary.
  - **ADULT FACILITIES:**
    - Calipatria State Prison
    - Calipatria, Imperial County
    - Centinela State Prison
    - Imperial, Imperial County
    - California Correctional Institution
    - Tehachapi, Kern County
    - Wasco State Prison
    - Wasco, Kern County
    - California City Correctional Facility
    - California City, Kern County
  - **YOUTH FACILITIES:**
    - CSP, Los Angeles
    - Lancaster, Los Angeles County
  - **NOTE:** If this box is marked, no further selection is necessary.
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/CCHCS Employee/Relative
- [ ] CCHCS 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.)
- [ ] www. Jobs.ca.gov

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