



COOK SPECIALIST II

Departmental Open

EXAM ID: 6ED49

Department(s):	Department of Education
Bulletin Release Date:	June 22, 2016
Final Filing Date:	July 29, 2016
Salary:	MONTHLY-RANGED-SALARY - \$2,780.00 to \$3,482.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense. Indicate the location(s) for which you are applying on the Conditions of Employment form (PM-EX-0631).

EEO

The California Department of Education strives to maintain a diverse workforce and be 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 State 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

To apply for this examination, you must submit a complete examination package. The following documents comprise a complete application package.

- Completed Employment Application (STD. 678)
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Conditions of Employment form (PM-EX-0631)
- Evidence of education and/or certificate (copies are acceptable)

To obtain copies of the Employment Application, the Qualifications Assessment Questionnaire, and Affirmation Statement go to the California Department of Education Exam Bulletin web page at:

<http://www.cde.ca.gov/re/di/jb/ssoexam.asp>

Application packages submitted without these documents will be rejected.

FILE BY MAIL OR IN PERSON:
California Department of Education
Selection Services Office
1430 N Street Room 1802
Sacramento, CA 95814-5901

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 and/or Employment Application form. 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 supervision, to prepare, cook, and dispense food for the residents and employees of a State institution; to care for culinary equipment, supplies, and work areas; to supervise, instruct, and work with employees and helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for the California Department of Education in Alameda and Riverside counties. The list will be abolished 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

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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 possessing 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 in the California state service performing the duties of a Cook Specialist I.

Or II

Three years of experience as a cook in one or a combination of the following:

1. Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. **or**
2. Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the required experience on the basis of one month of such school attendance being equal to two months of experience.)

EXAMINATION INFORMATION

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.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.
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. Principles of effective supervision, instructing, and working with assistants and helpers from the resident population.
6. Food accounting, keeping records, and preparing reports.
7. Procedures used in the preparation and cooking of food at an advanced level.

8. Procedures used in the dispensing of food at an advanced level.
9. Procedures used in cleaning and sanitizing of utensils, equipment, and work areas.
10. Operating kitchen equipment used in the preparation, cooking, and dispensing of food.
11. Weights and measurements.
12. Inventory control pertaining to food, supplies, equipment, etc., required for meals.
13. Basic arithmetic.
14. Record keeping methods used in preparing reports.
15. Training techniques to improve cooking skills of kitchen staff.

B. Ability to:

1. Communicate at a level required for successful job performance.
2. Prepare and cook all food groups and use appropriate equipment.
3. Judge food quality.
4. Plan work schedule and prepare and follow menus, recipes, and formulas.
5. Determine food quantities necessary for groups of varying size.
6. Instruct and work with assistants and helpers from the resident population.
7. Keep records and prepare reports.
8. Analyze situations accurately and adopt an effective course of action.
9. Clean and sanitize cooking utensils, equipment, and work areas.
10. Weigh and measure ingredients for recipes, special diet needs for quality and quantity control.
11. Operate kitchen equipment.
12. Estimate future demands of various cooking supplies.
13. Make accurate computations relating to food and supplies in conducting inventory.

VETERANS PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See "General Information" on this bulletin for additional information and direction on how to apply for Veterans' Preference.)

CAREER CREDITS

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

SELECTION PLAN

This examination will consist of an evaluation of each candidate's Qualification Assessment Questionnaire. For this reason it is important that each candidate accurately and completely fill out his or her application package as instructed.

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 "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SPECIAL PERSONAL CHARACTERISTICS

Sympathetic understanding of and willingness to work with resident population of State Special Schools; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at 916-319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

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://www.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: Effective January 1, 2014, in accordance with Government Codes Section 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 percent disabled veteran, who achieves a passing score in an entrance 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. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR Form 1093), which is available at: <https://www.jobs.ca.gov/pdf/spb1093.pdf> Information is also available at 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 the California Department of Education, Selection Services Office, 1430 N Street, Sacramento, CA 95814. Voice 916-319-0185, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.