



# STATE OF CALIFORNIA

## Departmental OPEN EXAMINATION **SUPERVISING COOK I** DEPARTMENT OF REHABILITATION SPOT: ALBANY

"An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and/or 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.

EXAMINATION BASE	DEPARTMENTAL OPEN, SPOT FOR: ALBANY SPOT: 0102
---------------------	--

WHO CAN APPLY	Applicants who meet the Requirements for Admittance to the Examination as stated below.
---------------	---

HOW TO APPLY	Applications (Form 678) must be received or postmarked no later than the final filing date, <b>May 23, 2016</b> . Faxed or emailed applications <b>will not</b> be accepted. Applications postmarked <b>after</b> the final filing date or personally delivered and/or received via inter-office mail <b>after 5:00 pm</b> on the final filing date will not be accepted for any reason. The examination title must be indicated on the application.
--------------	--

File by mail or in person at:

Department of Rehabilitation  
Selection Services  
721 Capitol Mall  
Sacramento, CA 95814  
Attn: Trinie Flaggs

Applications are also available at the local offices of the Employment Development Department and at the California Department of Human Resources' website [www.jobs.ca.gov](http://www.jobs.ca.gov) or the Department of Rehabilitation's web site at [www.dor.ca.gov](http://www.dor.ca.gov)

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

APPLICATION DEADLINE/ REQUIREMENTS	Note: All applicants must meet the education and/or experience requirements for this examination <b>by the final filing date</b> .
--	--

SALARY RANGE(S)	\$3033.00 - \$3798.00 per month.
-----------------	----------------------------------

SPECIAL TESTING ARRANGEMENTS	If you are a person with a disability and need special testing arrangements, mark the appropriate box in Item #2 of the "Application for Examination." You will be contacted to make specific arrangements.
---------------------------------	---

TESTING DATE PERIOD	It is anticipated that interviews will be held during June/July 2016.
------------------------	---

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination <b>by the final filing date</b> indicated on the announcement. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.  All applications submitted <b>must include</b> : "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and all duties performed. Applications received without this information will be rejected.
---	--

### 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 the preparation,

**SEE REVERSE FOR ADDITIONAL INFORMATION**

cooking, and serving of meals for at least 250 persons a meal. **AND**

Education: Equivalent to completion of the eighth grade.

**POSITION DESCRIPTION AND LOCATION(S)** Under direction, plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; supervise the maintenance of culinary equipment, supplies, and work areas; instruct culinary workers; and do other related work.

Position exists at the Department of Rehabilitation’s Orientation Center for the Blind in **Albany, CA.**

**EXAMINATION PLAN/SCOPE** This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.

**Scope:** In addition to evaluating each candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be 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. Principles of effective supervision
  - 6. Food accounting
  - 7. Use of purchase orders for food and equipment
  - 8. Training methods
  - 9. Department’s Affirmative Action Program objectives
  - 10. A manager’s role in the Affirmative Action Program and the processes available to meet affirmative action objectives
- B. Skill in:
- 1. Judging food quality
  - 2. Preparation and cooking of all food groups
- C. Ability to:
- 1. Plan palatable and adequate menus
  - 2. Organize, and direct the work of others
  - 3. Keep records and prepare reports
  - 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 Affirmative Action objectives

**If conditions warrant**, this examination may utilize an evaluation of each candidate’s education and experience 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 the application. List all experience relevant to the Requirements for Admittance to the Examination, Position Description, and Scope shown on this announcement. Supplementary information will be useful to the staff doing the evaluation.

**SPECIAL PERSONAL CHARACTERISTICS** Sympathetic understanding of and willingness to work with the resident population of a State institution; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

ELIGIBLE LIST INFORMATION	Names of successful competitors are placed on to the list in order of final scores. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS POINTS	Veterans' preference points will be granted in this examination for those who qualify for, are successful in the examination, and who have requested Veterans' Preference through the California Department of Human Resources.
CAREER CREDITS	Career credits will <b>not</b> be granted in this examination.

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) log on to web site at [www.dor.ca.gov](http://www.dor.ca.gov)

It is the **candidate's responsibility** to contact the Department of Rehabilitation's Selection Services Unit in Sacramento at (916) 558-5545 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice of oral interview or performance test fails to reach him/her prior to** the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of 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 change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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.

The California Department of Human Resources has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CALHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

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.

DEPARTMENT OF REHABILITATION  
SELECTION SERVICES UNIT  
721 CAPITOL MALL  
SACRAMENTO, CA. 95814  
TEL. NO. (916) 558-5545 TTY 711 (NATIONAL RELAY SERVICE)

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

California Relay (Telephone) Service for the Deaf or Hearing-impaired