



COOK, CCC

DEPARTMENTAL OPEN

STATEWIDE EXAMINATION

Department: California Conservation Corps
Opening Date: 07/22/16
Closing Date: Continuous
Type of Exam: Departmental Open
Salary: Monthly Salary Range - \$2,675.00 to \$3,347.00
Location: Statewide

EQUAL EMPLOYMENT OPPORTUNITY

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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this Training and Experience (T & E) assessment examination. The link to the exam will be emailed to qualified applicants on an ongoing basis so please ensure you have a valid email address listed on your application.

HOW TO APPLY

Complete, print and mail a standard state application (STD 678) to the address below. Faxed or emailed applications will not be accepted.

File by mail or
In person: California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either logging into your CalCareer account at <http://www.jobs.ca.gov/>, printing and mailing a copy, or by completing, printing and mailing a PDF copy to the address above. A PDF copy can be obtained here <https://jobs.ca.gov/Public/StateForms.aspx>.

Please make sure to sign your application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, mark the appropriate box for Question #2 on the standard state application. You will be contacted in advance to make specific arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Unit at (916) 341-3140. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

TESTING PERIOD

Applications can be filed at any time. The testing period is twelve (12) months. Once you have taken this exam and established eligibility, you may not retake it for twelve (12) months.

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time of filing an application. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

MINIMUM QUALIFICATIONS

One year of experience as a Cook personally preparing complete breakfasts, lunches, and dinners for 70 or more persons a meal. (Short-order restaurant cooking is not acceptable.)

(Full-time training in a recognized trade school for Cooks and Bakers may be substituted for not more than six months of the required experience on the basis of one month of such school attendance being equal to two months of experience.

POSITION DESCRIPTION

Coordinates the preparation, cooking and dispensing of meals; inspects work areas and maintains safety and sanitation standards; keeps records and prepares reports; conducts a program of training in ethnic menus, nutrition, sanitation and cooking; makes recommendations regarding community garden utilization; and does other work, as needed.

EXAMINATION INFORMATION

Training and Experience Examination- Weighted 100.00%

The examination will consist of a Training and Experience Qualifications Assessment and applicants who meet the minimum qualifications will be sent an email with a link to the assessment. **Be sure to include your current/valid email address on your application.** Failure to provide an email address may prevent you from taking the examination.

The assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, ability and potential to effectively perform the duties relative to the job. To obtain a position on the eligible list, a minimum score of 70% must be received.

SCOPE OF EXAMINATION

In addition to evaluating the candidates' relative abilities as demonstrated by quality and breadth of experience, emphasis in the exam will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Principles, procedures and equipment used in the storage, care, preparation, cooking and dispensing of foods in large quantities, and in purchasing food for work crews on extended field projects.
2. Cleaning and care of utensils, equipment and work areas.
3. Food handling sanitation.
4. Natural food values as well as nutritional and economical substitutions within food groups.
5. Organizing and working with helpers from the community population.
6. Food accounting and record keeping.

Ability to:

1. Prepare and cook ethnic and natural food groups and use appropriate equipment.
2. Judge food quality.
3. Prepare and submit recommendations regarding camp and community garden planning.
4. Plan work schedules.
5. Follow prescribed menus and work synergistically with Supervising Cooks I on developing and integrating menus.
6. Instruct and work with assistants and helpers from the community population.
7. Keep records and prepare reports.
8. Teach food cooking and menu planning.

SPECIAL PERSONAL CHARACTERISTICS

Familiarity with and appreciation of foods of a variety of social and cultural groups; an interest in working with others developing a positive ecological relationship with the environment; a willingness to live in camp and work cooperatively toward the development of community life; and a willingness to work odd and irregular hours.

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ADDITIONAL DESIRABLE QUALIFICATIONS

Ability to read, write and converse in at least one language in addition to the English language, such as Spanish or Cantonese. Outdoor experience in camping, recreation of forestry.

VETERANS PREFERENCE

Veterans' Preference will be granted in this examination.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the California Conservation Corps and will be used to fill vacancies at CCC residential centers throughout California. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. A candidate's **eligibility expires twelve (12) months after it is established**. Competitors must then retake the exam.

Applicants will be able to select the locations they wish to work when they are completing the exam.

CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst, at (916) 341-3140 or by email at donna.tritt@ccc.ca.gov.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

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. Locations of interviews may be limited or extended as conditions warrant.

State applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at www.jobs.ca.gov, or at www.ccc.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps 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 candidates will be notified.

Eligible lists are established by competitive examination, regardless of date, and 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 this bulletin.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now 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 veteran's 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) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

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.