



SUPERVISING COOK I

DEPARTMENTAL OPEN

Spot – Greenwood

Final Filing Date: February 27, 2015

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.

OPEN SPOT EXAM FOR:

Greenwood / El Dorado County

Candidates may only establish eligibility for this location.

WHO MAY APPLY

Anyone who meets the minimum qualifications as stated on this announcement.

HOW TO APPLY

Complete, print and mail a standard state application (STD. 678) to the address below. **Faxed or e-mailed applications will not be accepted.** Applications postmarked, personally delivered, or received via interoffice mail **after 5:00 p.m. on the final filing date will not be accepted.** Please include **Supervising Cook I Exam** on the front page of the application.

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. Do not send applications to the California Department of Human Resources (CalHR) or to any CCC center. Paper applications may be obtained at <http://www.jobs.ca.gov>, www.ccc.ca.gov, any Employment Development Department office, or at California Conservation Corps centers.

REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, please contact the Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hearing impaired from TTY phones at (800) 735-2929, or from voice phones at (800) 735-2922.

SALARY RANGE

\$2,959 - \$3,705

REQUIRED IDENTIFICATION

Candidates scheduled for the examination are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

THE POSITION

Assigns work, supervises, and gives instruction and training to employees and helpers from the resident population, evaluates their performance and takes or recommends appropriate action; prepares, cooks, and dispenses food and serves as lead cook on a shift; apportions the food to the various dining rooms; supervises the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas; makes inspections and maintains food handling practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; supervises garbage disposal; as required, plans menus in accordance with the established food allowance and determines the amount of food to be prepared; keeps records and prepares reports.

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 (MQs) required.

NOTE: A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

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.

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

Education: Equivalent to completion of the eighth grade.

**EXAMINATION
INFORMATION**

The examination may consist of a qualifications appraisal panel interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

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. Completion and submittal of the state application (STD. 678) by the final filing date will constitute the entire examination. **For this reason, candidates should take special care in accurately and completely filling out his/her application.** List all experience relevant to the "Minimum Qualifications" section of this announcement, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**KNOWLEDGE &
ABILITIES**

Qualifications Appraisal Panel Interview – Weighted 100%

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

Scope

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. The Department's Equal Employment Opportunity program objectives.
10. A manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity 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. Plan, 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 equal employment opportunity objectives.
-

**SPECIAL
PERSONAL
CHARACTERISTICS**

Sympathetic understanding of and willingness to work with the resident population of a state department; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for use by the California Conservation Corps to fill vacancies at the Greenwood Center. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**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. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

QUESTIONS

If you have questions about this exam, please contact the Exam Analyst at (916) 341-3140.

**PRE-EMPLOYMENT
REQUIREMENTS**

Medical Exam

A medical clearance exam is required for this classification.

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.

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.

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.

Applications are available at any Employment Development Department office, at www.jobs.ca.gov, or at www.ccc.ca.gov on the Internet.

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: 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 this bulletin.

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 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

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.