



STATE OF CALIFORNIA
Food Service Technician I
OPEN EXAMINATION

www.dsh.ca.gov

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.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE AND POSITION LOCATIONS This is an open statewide examination administered by the Department of State Hospitals (DSH).
Positions may exist in various counties and Departments throughout California.
State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY Click on the link in the “**EXAMINATION LINK**” section to take the online Training and Experience examination. The required application is contained in the online examination process. Prior to starting the examination, it is recommended to have your relevant education and employment history readily accessible.

If you have any questions regarding the online examination process, please contact:

Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814
(916) 651-8832

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

EXAMINATION ELIGIBILITY LIMITATION A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification for all state agencies within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE **Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

SPECIAL TESTING ARRANGEMENTS You will have an opportunity during the online application process to indicate if you have a disability and need special testing arrangements. The Selection Services Unit will contact you to make special testing arrangements.

SALARY RANGE Range A: \$2,335 - \$2,920
Salary reflects the increase effective 7/1/2018.
The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Submission of your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.
MINIMUM QUALIFICATIONS	<p><u>Experience:</u> Six months of experience in an institution, hotel, or restaurant, either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages.</p> <p>(Completion of the eighth grade may be substituted for the required experience.) (To be considered for appointment at the California Maritime Academy, candidates must be eligible for documentation by the United States Coast Guard.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work with the resident population of a State institution; personal cleanliness, good sense of smell and taste; and freedom from communicable disease.
JOB DESCRIPTION	Under supervision in a State institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.
EXAMINATION INFORMATION	A Training and Experience examination is used to evaluate each candidate's education, training, and experience related to the duties of this classification; and will account for 100% of your weighted score.
EXAMINATION SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none">1. Methods of cleaning and preparing foods for cooking and storing food.2. Proper methods of arranging dining room furniture, setting tables, and serving meals.3. Various types of food service utensils and equipment and their uses.4. Methods of cleaning and maintaining food service areas, utensils, and equipment.5. Sanitation and safety measures in food service areas.6. General pantry work. <p>Ability to:</p> <ol style="list-style-type: none">1. Portion servings.2. Follow directions and keep simple records.3. Communicate at a level appropriate to the classification.
ELIGIBLE LIST INFORMATION	<p>An open, MERGED eligible list will be established for use by all state agencies. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility will expire 12 months after it is established.</p> <p>Positions may exist in various counties throughout California. Select tenure, time base, and all locations where you are willing to be considered for employment during the online application process.</p>
VETERANS' PREFERENCE	Veterans' preference will be granted in this examination.
EXAMINATION LINK	<u>CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION.</u>

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 law and rules and all competitors 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 competitors and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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: Competitors 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education 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 competitor 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.

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. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922