



# **SUPERVISING COOK I**

**Exam Code:4TR01**

**Department:** State of California  
**Exam Type:** Servicewide, Open  
**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**SUPERVISING COOK I – \$4,454.00 - \$5,478.00** per month

[View the Supervising Cook I classification specification](#)

## **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous - Monthly

### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before applying to take the examination.

### **How To Apply:**

The examination consists of an Education and Experience Evaluation. Additional information is located in the “Taking the Examination” section of this bulletin further below.

## **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

Department of Transportation (Caltrans)  
Examinations Unit – MS86  
P.O. Box 168036  
Sacramento, CA 95816

Phone: (916) 227-7858

Email: [AskExams@dot.ca.gov](mailto:AskExams@dot.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

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

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **SUPERVISING COOK I**

#### **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 the 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 meal. And

Education: Equivalent to completion of the eighth grade.

## **POSITION DESCRIPTION**

### **SUPERVISING COOK I**

Under direction, either (1) in a small State institution, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a large State institution, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; to supervise

the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Education and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score approximately 4 – 6 weeks after each monthly cut-off date.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Advanced principles and procedures used in the storage and care of food in large quantities, to keep the food supply safe, maintain a safe environment, and promote vector control, in order to comply with laws, rules, and regulations.
2. Advanced principles and procedures used in the preparation, cooking (including baking), and dispensing of food in large quantities, in order to prepare safe and nutritious meals and to comply with laws, rules, and regulations.
3. Various equipment used in the storage and care of food in large quantities, to keep the food supply safe, maintain a safe environment, and promote vector control in order to comply with laws, rules, and regulations.
4. Operating kitchen and cooking equipment (e.g., mixers, steamers, ovens, etc.), used in the care, preparation, cooking, and dispensing of food in large quantities, in order to prepare nutritious meals, promote safety and accomplish day-to-day activities, in a safe and healthy work environment.
5. Advanced methods and procedures used in the cleaning, sanitation, and safe use of kitchen utensils, equipment, and work areas to prevent foodborne illness according to Hazard Analysis Critical Control Point (HACCP) and to comply with laws, rules, and regulations.
6. Advanced kitchen safety measures, in order to prevent accidents and treat illnesses and injuries according to compliance with laws, rules, and regulations.
7. Advanced food handling sanitation (e.g., HACCP procedures), in order to prevent foodborne illness and cross-contamination.

8. Advanced food and measuring values in preparing large food quantities, as well as make nutritional and economic substitutions within food groups, in order to substitute and service well balanced and adequately nutritious meals.
9. Advanced food nutritional values when preparing large food quantities, in order to prepare special (e.g., therapeutic, religious, medical, etc.) diets and provide equivalent substitutions.
10. Advanced principles of supervision in order to provide clear and safe direction to staff, employees, and/or resident population.
11. Advanced food accounting/balancing and record keeping of large quantities of food, inventories, and supplies, in order to prepare and maintain various records and reports.
12. The use of purchase orders for large quantities of food, supplies, and various kitchen equipment to successfully operate and maintain a working kitchen.
13. Proper advanced training methods, in order to ensure the health and safety of staff, employees, and/or residents in kitchen, facilities, and working environments.
14. The department's Equal Employment Opportunity Program (EEOP) objectives, in order to provide a safe and healthy workplace, and to comply with laws, rules, and regulations.

**Skill in:**

1. Judging the quality of large quantities of food (e.g., sight, smell, taste, touch, etc.), in order to ensure food items being prepared are safe for consumption.
2. Preparing, cooking, and baking all food groups in large quantities, to ensure the safe cooking and handling of meals to eliminate foodborne illness.
3. Planning, organizing, and directing the work of others (i.e., staff, employees, and/or residents), to ensure quality service and duties are being provided and completed.
4. Preparing reports and record-keeping, to provide information, data, and documentation, to ensure efficient maintenance and operation of the food serviced program.
5. Keeping inventories and making requisitions, to provide information, data, and documentation to ensure successful operation of the food service program.
6. Using appropriate equipment (e.g., deep fryer, slicer, dicer, steam kettle, etc.), to provide safe and proper training to staff, employee, and/or residents, for the successful operations of the food service program.
7. Determining food quantities and amounts necessary for large groups of varying sizes, to ensure the successful, efficient, and safe operation of the food service program.

8. Directing the preparation of various diets (e.g., therapeutic, allergic, religious, medical, etc.), to verify and ensure proper receipt of designated food items are being properly served to staff, employees, and or residents.
9. Planning, organizing, and preparing of food production, to ensure the safe and efficient operations of the food service program, in order to comply with laws, rules and regulations.
10. Analyzing situations accurately, and to take and/or recommend effective course of action, to ensure the safe and efficient operations of the food service program, and to comply with laws, rules, and regulations.

**Ability to:**

1. Plan, organize, and direct the work of staff, employees, and/or residents, to ensure duties are completed in a safe and efficient manner.
2. Use appropriate kitchen utensils and equipment, in order to prepare, cook, bake, and service large quantities of nutritious and well-balanced meals to staff, employees, and/or residents.
3. Accurately calculate large food quantities necessary for groups of varying sizes to service nutritional and cost-effective meals.
4. Direct staff, employees, and/or residents in preparing special diets (e.g., therapeutic, allergic, medical, religious, etc.), to ensure special dietary needs are met.
5. Plan and organize large food productions according to standardized menus to ensure meals are prepared and served in a timely and cost-effective manner.
6. Analyze situations and take effective course of action, to ensure the duties and situations are handled in a safe and timely manner.
7. Effectively contribute to the department's EEOP objectives, to provide a safe and healthy work environment, and to comply with laws, rules, and regulations.
8. Plan palatable and nutritiously adequate meals of large food quantities, while ensuring cost-effective, well-balanced meals.
9. Keep and organize various types of records, to document and present data and information for the continued success, maintenance, and operations of the food service program.
10. Keep and organize extensive supplies and inventories and make requisitions for the successful maintenance and operations of the food service program.
11. Safely lift at least 50 pounds, in order to accomplish day-to-day activities, duties, and responsibilities.

## Personal Characteristics:

1. Sympathetic understanding of the dietary needs of staff, employees, and/or resident population of various facilities, dorms, and/or State institutions.
2. Willingness to effectively work alongside staff, employees, and/or resident population of various facilities, dorms, and/or State institutions.
3. Willingness to effectively supervise and train staff, employees, and/or resident population of various facilities, dorms, and/or State institutions.
4. Maintain personal cleanliness and freedom from communicable diseases, in order to ensure the health and safety of food service staff, employees, and/or resident population.
5. Good sense of smell and taste, in order to ensure quality meals are provided in the food service program.
6. Maintain reasonable agility and endurance to perform or complete duties during stressful (i.e. physical, mental, and emotional) situations encountered on the job, while ensuring the health and well-being of staff, employees, and/or resident population.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Supervising Cook I classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

## EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education (E&E) to compare 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 State application (STD. 678). List all experience relevant to the "Minimum Qualifications" that are listed in the Classification Specification above.

2024 Monthly Cut-Off Dates:

<b>February 29, 2024</b>	<b>March 31, 2024</b>	<b>April 30, 2024</b>	<b>May 31, 2024</b>
<b>June 30, 2024</b>	<b>July 31, 2024</b>	<b>August 31, 2024</b>	<b>September 30, 2024</b>
<b>October 31, 2024</b>	<b>November 30, 2024</b>	<b>December 31, 2024</b>	

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

**Candidates are required to submit a copy of their completed [Standard State Application \(STD. 678\)](#) to the Caltrans Examinations Unit via postal mail.**

Applications (STD. 678) must be received or postmarked no later than the monthly cut-off date(s). Dates printed on Mobile Bar Codes, such as a 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.**

Caltrans does not accept resumes in lieu of the STD. 678 State Application. Please send the required Standard State Application for your examination to be processed in a timely manner. Incomplete submissions may cause your examination to be delayed.

## **FILE BY MAIL**

Department of Transportation (Caltrans)

Examinations Unit – MS86

P.O. Box 168036

Sacramento, CA 95816-8036

## **FILE IN PERSON**

Department of Transportation (Caltrans)

Examinations Unit – MS86

1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Lobby

Sacramento, CA 95816-8036

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

Department of Transportation (Caltrans)

Office of Examinations and Executive Selection Services

P.O. Box 168036t

Sacramento, CA 95816-8036

Phone: (916) 227-7858

Email: [AskExams@dot.ca.gov](mailto:AskExams@dot.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

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## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) 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 the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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.