



SUPERVISING COOK II

Exam Code:4TR02

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

SUPERVISING COOK II – \$5,007.00 - \$6,170.00 per month

[View the Supervising Cook II 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

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 II

Either I

One year of experience performing the duties of a Supervising Cook I in the California state service.

OR II

Experience: Two years of experience in the supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling of the preparation; cooking, and serving of meals for at least 250 persons a meal. And

Education: Equivalent to completion of the eighth grade.

POSITION DESCRIPTION

SUPERVISING COOK II

Under general direction to plan, organize, and supervise the preparation, cooking and serving of food to residents and employees of a State institution; 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 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. Detailed and advanced knowledge of principles and procedures used in the proper storage of food, supplies, and equipment used in the preparation, cooking (including baking), dispensing, and serving of food in large quantities, to ensure quality control.
2. Detailed and advanced knowledge of kitchen sanitation and safety procedures used in the operation, cleaning, and care of utensils, equipment, and work areas, in order to avoid food contamination, foodborne illness, and safety hazards, and to ensure quality control.
3. Detailed and advanced knowledge of safe food handling procedures, to ensure the prevention of foodborne illness, in order to comply with Hazard Analysis Critical Control Point (HACCP) procedures, and to comply with laws, rules, and regulations.
4. Detailed and advanced knowledge of food values, as well as nutritional and economical substitutions within food groups, to provide a nutritionally balanced/adequate diet to employees, staff, and/or residents.
5. Detailed and advanced knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand, in order to ensure adequate food supply for the successful operation of the food service program.
6. Detailed and advanced knowledge of the use of purchase orders, contracts, in order to buy food, supplies, and equipment, and to ensure timely delivery of sufficient quantities to the food service program.

7. Detailed and advanced knowledge of methods of cutting and preparing food products, to ensure portion control, quality control, and that adequate quantity is provided and served to employees, staff, and/or residents.
8. Detailed and advanced knowledge of training methods needs and results, in order to develop a qualified workforce, provide opportunities for upward mobility, and meet the needs of the food serviced program.
9. Detailed and advanced knowledge of principles of effective supervision, in order to successfully manage all aspects of the food service program.
10. Detailed and advanced knowledge of the department's Equal Employment Opportunity Program (EEO) objectives, policies and procedures, and resources available, in order to meet the department's objectives as it relates to the effective supervision and management of personnel.
11. Detailed and advanced knowledge of a manager's role in the EEO objectives, policies and procedures, in order to provide a safe and harassment-free work environment.
12. Computer usage (e.g., hardware, software programs, etc.), to maintain accurate records, communicate effectively, and to contribute to the successful operation of the food service program and departmental needs.
13. Detailed and advanced knowledge of inventory control, in order to optimize supplies and equipment and to comply with departmental budget guidelines.
14. Detailed and advanced knowledge of the preparation of meals that are nutritionally balanced (e.g., vegetarian, various ethnic dishes, food allergies, therapeutic diets, home-baked products, etc.), to direct culinary staff, employees, and/or residents in the preparation of large quantity meals.

Skill in:

1. Advanced skill to appropriately plan palatable and adequate menus and substitutions provided, to ensure a nutritionally balanced diet, in compliance with a standardized menu.
2. Advanced skill to appropriately plan, organize, and direct the work of others, to ensure quality services and products are provided in the food service program.
3. Advanced skill to adequately plan and adjust menus, write recipes, etc., to meet the needs of the increasing/decreasing population counts, to ensure quality services and products are provided in the food service program.
4. Advanced skill in performing audits and requisitions based on current inventory, to ensure sufficient quantities of food, equipment, and supplies are on hand.
5. Advanced skill in the safe and appropriate use of food service equipment, in order to prepare, cook, dispense, and service food,

6. Advanced skill in judging food quality (e.g., sight, smell, taste, texture, etc.), to ensure that palatable, nutritious and well-presented foods are prepared and served to employees, staff, and/or residents.
7. Advanced skill in the preparation of all food groups, to ensure well-balanced and nutritious meals are served to employees, staff, and/or residents.
8. Advanced skill in determining accurate food quantities, as necessary for groups of varying sizes, to ensure that different dining facilities receive adequate quantities of food for the operation of the food service program.
9. Advanced skill in directing the preparation of various diets (e.g., therapeutic, allergic, medical, religious, etc.), to verify and ensure proper receipt of designated food items and documented needs are met and properly served to staff, employees, and/or residents.
10. Advanced skill in planning food production schedules, menus, recipes, etc., in order to adequately serve well-balanced and nutritious meals to staff, employees, and/or residents, while complying with laws, rules, and regulations.
11. Advanced skill in effective communication, in order to provide information and direction to food service staff, employees, and/or residents.
12. Advanced skill in planning and conducting trainings (i.e., in-service and on-the-job), to staff, employees, and/or residents of the food service program.
13. Advanced skill to analyze situations accurately and adopt an effective course of action, to ensure quality service, safety, and efficient operation of the food service program.
14. Advanced skill in keeping records and accurately preparing reports, in order to provide information and documentation, to comply with laws, rules, and regulations.
15. Advanced skill in effectively contributing to the department's EEOP objectives, in order to create and maintain a fair and equitable work environment, free of harassment and discrimination.
16. Skill to effectively operate various equipment (e.g., computer, cell phone, scanner, email, printer, etc.), in order to access, track, update, retrieve, and provide information regarding the food service program.

Ability to:

1. Safely lift at least 50 pounds, in order to accomplish day-to-day activities.
2. Detailed and advanced ability to appropriately plan palatable and advanced menus, make substitutions, to ensure a nutritionally balanced diet is served to staff, employees, and/or residents in compliance with a standardized menu.
3. Detailed and advanced ability to appropriately plan, organize, and direct the work of others, to ensure quality services and products are provided in the food service program.

4. Detailed and advanced ability to perform accurate checks and requisitions based on the current inventory, to ensure sufficient quantities of food, equipment, and supplies are on hand.
5. Detailed and advanced ability to plan and schedule sufficient food quantities of varying sizes, to ensure that dining dorms, facilities, or State institutions receive adequate quantities of food and supplies for the food service program.
6. Detailed and advanced ability to direct the preparation of various diets (e.g., therapeutic, allergic, religious, etc.), to verify and ensure proper receipt of designated food items and documented needs are met and properly served to staff, employees, and/or residents.
7. Detailed and advanced ability to accurately plan food production schedules, to ensure timely feeding, palatability, and safety of food served to staff, employees, and/or residents.
8. Detailed and advanced ability to effectively contribute to the department's EEOP objectives, in order to create and maintain a fair and equitable work environment, free of harassment and discrimination.
9. Detailed and advanced ability to analyze situations accurately and adopt an effective course of action, to ensure quality services, safety of staff, employees, and/or residents, and efficient operation of a food service program.
10. Detailed and advanced ability to keep detailed records and prepare reports, to provide information, data, documentation, etc., and to comply with various laws, rules, and regulations.

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. Demonstrate supervisory ability to direct, motivate, and instruct food service staff, employees, and/or residents, in accordance with policies and procedures of the department.
3. 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.
4. Good sense of smell and taste, in order to ensure quality meals are provided in the food service program.
5. 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 II 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:

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

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 30th Street, 1st 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
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 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.