



# **SUPERVISING COOK I**

**Exam Code: 2TR09**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** June 30, 2023

## **CLASSIFICATION DETAILS**

**SUPERVISING COOK I – \$4,118.00 - \$5,065.00 per month**

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

## **APPLICATION INSTRUCTIONS**

**\*Please note: June 30, 2023, will be the last administration of this Servicewide, Open examination. No additional administrations will be administered by Caltrans after this date.**

### **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.**

### **How To Apply:**

The link to connect to the Qualifications Assessment Examination is located farther down on this bulletin in the “Taking the Exam” section.

**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 (MS-86)  
P.O. Box 168036  
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)

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 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.

**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:

**Qualifications Assessment Examination** – Weighted 100% of the final score.

The examination will consist solely of a **Qualifications Assessment Examination**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Qualifications Assessment Examination process.

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:

### **KNOWLEDGES**

1. Knowledge of the principles used in the storage, care, preparation, cooking (including baking) dispensing, and serving of food in large quantities.
2. Knowledge of the procedures used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.
3. Knowledge of the equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.
4. Knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas.
5. Knowledge of food handling sanitation.
6. Knowledge of food values as well as nutritional and economical substitutions within food groups.
7. Knowledge of principles of effective supervision.

### **SKILLS**

1. Skill in judging food quality to ensure healthy food products for consumption.
2. Skill in planning, organizing, and directing the work of others to ensure quality services are provided.
3. Skill in preparing reports and record-keeping to provide information and documentation to ensure efficient operation of the food service program.
4. Skill in keeping inventories and making requisitions to provide information and documentation to ensure efficient operation of the food service program.

5. Skill in using appropriate equipment to provide a safe and efficient operation of the food service program.
6. Skill in determining food quantities necessary for groups of varying sizes to ensure the efficient operation of the food service program.
7. Skill in directing the preparation of various diets to ensure proper receipt of designated food items to members.
8. Skill in planning food production to ensure the safe and efficient operation of the food service program.
9. Skill in planning and conducting training to provide direction to employees to ensure the safe and efficient operation of the food service program.
10. Skill in analyzing situations accurately and taking and/or recommending an effective course of action to ensure the safe and efficient operation of the food service program.

### **ABILITY**

1. Ability to plan, organize, and direct the work of others.
2. Ability to use appropriate equipment.
3. Ability to determine food quantities necessary for groups of varying size.
4. Ability to direct the preparation of special diets.
5. Ability to plan food production to schedule.
6. Ability to analyze situations accurately and take effective action.
7. Ability to effectively contribute to the department's Equal Employment Opportunity (EEO) objectives.

### **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.

## EXAMINATION INFORMATION

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

If you would like to submit a hard copy of the Qualifications Assessment Examination and STD. 678 State Application, or you need additional pages for Employment/Education Verification, please contact the Examinations Unit by calling (916) 227-7858 or by emailing: [AskExams@dot.ca.gov](mailto:AskExams@dot.ca.gov)

## 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

[Take the Supervising Cook I examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

**Completed Examinations and STD. 678 State Applications can be submitted online, mailed, or dropped off at:**

Department of Transportation (Caltrans)  
Attn: Examinations Unit (MS-86) 6<sup>th</sup> floor  
P.O. Box 168036  
Sacramento, CA 95816-8036

File in Person:

Department of Transportation (Caltrans)  
Attn: Examinations Unit (MS-86) 6<sup>th</sup> floor  
1727 30<sup>th</sup> Street, 1<sup>st</sup> floor lobby  
Sacramento, CA 95816-8036

Bulletin Date: 6/9/2023

Questions? Please call or email us at:

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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.