



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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RONALD J. ARIGO
Chief Human Resources Officer

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Carol A. Mici, Commissioner
Department of Correction

FROM: Regina Caggiano, Director
Civil Service Unit

DATE: March 7, 2019

SUBJECT: EXAMINATION READING LIST

CORRECTION OFFICER I/HEAD COOK

Examination Date: June 15, 2019

Association, N.R. (2017). Servsafe Coursebook, Seventh Edition. Upper Saddle River, NJ: Pearson Prentice Hall. (www.prenhall.com).

Culinary Essentials (2010). Second Edition. Woodland Hills, CA: Glencoe/McGraw Hill. (www.mcgrawhill.glencoe.com).

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Adele Jean at adele.jean@mass.gov. Please request additional copies of this list from your department's personnel office, or download them from the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.
