



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2019 DOC Chef

SALARY: Biweekly

OPENING DATE: 09/10/19

CLOSING DATE: 10/01/19 11:59 PM

DESCRIPTION:

Applications for this examination will be available from September 10, 2019 through October 1, 2019.

2019 Departmental Promotional Examination for Department of Correction Chef

Written Examination Date: November 16, 2019

Examination Fee: \$150

Eligibility: To be eligible for this examination you must be an employee in the Department of Correction with permanent civil service status in the title of Correction Officer/Head Cook. You are also required to have been employed in the eligible title after certification from a civil service list, on a permanent or temporary civil service basis for twelve months preceding the examination date. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. You must have permanent civil service status in an eligible title as of the date of the examination in order to be eligible. Time spent pursuant to a temporary appointment in the title of Chef will not interrupt the service period in your permanent position.

Weights: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. The examination weights are: 60% written examination; 40% Education & Experience.

Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that the Human Resource Division utilizes **only email** for all notices to candidates. Email addresses and phone numbers of candidates are confidential.

EXAMPLES OF ESSENTIAL DUTIES:

Job Duties: Under direct supervision of Chef or other employees of higher grade:

- **Correction Duties:** Maintains custodial care and control of inmates by escorting or transporting them under restraint, patrolling facilities, making periodic rounds, head counts and security checks of buildings, grounds and inmate quarters, monitoring inmates' movements and whereabouts, and guarding and directing inmates during work assignments to maintain order and security in a correctional institution
- **Kitchen Duties:** Serving food to inmates, cooks food in quantities according to DOC approved menus and the number of persons being served, adjusting recipes as needed to produce the required amount; confers with other agency personnel and reviews DOC approved menus to determine such matters as quantity of food and types of ingredients to be used, and number of portions needed in order to insure the availability and efficient use of food and food supplies; roasts, boils, and bakes meats, fish, poultry, vegetables, breads, desserts and other foods required for daily meals; measures and mixes ingredients according to DOC approved recipe, using kitchen utensils and equipment; evaluates food for quality, quantity, appearance, temperature and taste through

observation in order to determine if it is fresh, properly portioned, and prepared correctly. Operates and/or uses kitchen equipment such as cutlery, grinders, and slicers to portion and/or prepare food for cooking. maintains records on such matters as food received, prepared, consumed, and leftovers; performs related duties such as preparation of additional portions, conferring with repairmen on malfunctioning equipment, and reading and interpreting diet rosters; conducts orientation and ongoing training programs for inmates in the areas of safety and sanitation procedures, food preparation, food handling, storage, etc., in accordance with standard operating procedures; conducts performance evaluations of inmates, counsels inmates concerning work-related problems, and recommends disciplinary action in accordance with DOC policy.

- **Working Conditions:** Correction Officers may work in a correctional facility, alone in an isolated area; may work varied shifts, weekends, holidays, or nights and are subject to a standby (on call) work status; may be subjected to verbal and physical abuse from others; may be required to interact with people who are under physical and/or emotional stress; stand and walk for prolonged periods of time; are subject to injury from firearms; may work under exposure to adverse weather conditions; may travel for job-related purposes; and may be required to furnish private transportation for reimbursable job-related travel.

Written Examination Subjects: The written examination will be designed to test, where practicable, the following knowledges, skills, and abilities, which have been established as qualifications for the position:

- Ability to gather information through examining records and documents, and through observing and questioning individuals
- Ability to read, understand, explain, and apply the laws, rules, regulations, policies, procedures, specifications, standards, guidelines, and instructions/post orders governing assigned unit activities
- Ability to write concisely and accurately to extract facts, express thoughts clearly, and develop ideas in logical order for incident, disciplinary, climate, and other general report writing
- Ability to work accurately with names, numbers, codes and/or symbols, in order to communicate via two-way radios and to issue keys and equipment via chit system; knowledge of the terminology used in correctional institution work in accordance with DOC policy, such as, "mittimus," "habeus corpus," and "positional asphyxia"
- Knowledge of the standard methods and procedures used for the security of buildings and property in order to conduct security rounds
- Knowledge of the standard methods and techniques of disorder management, in order to respond and give directions during emergency situations
- Knowledge of the procedures and techniques used in transporting prisoners in accordance with DOC policy
- Knowledge of the methods of general report writing, in order to write reports and review and approve subordinate reports
- Knowledge of policies, methods, and techniques of identifying and controlling contraband according to DOC policy
- Ability to analyze and determine the applicability of complex quantitative and qualitative data such as demographic breakdowns, meal counts, and activity counts, in order to draw conclusions, identify trends or problems, and make appropriate recommendations
- Knowledge of the principles, practices, and techniques of supervision via the chain of command
- Knowledge of the standard methods and techniques used in preparing, cooking, serving, and storing food for quantitative cooking
- Knowledge of the safety and sanitation practices and procedures followed in preparing, cooking, serving, and storing food for quantitative cooking
- Knowledge of the types, uses, care, and maintenance of utensils and equipment, such as ovens, knives, ladles, pots, stoves, steamers, etc. in order to prepare, cook, serve, and store food on a large scale
- Knowledge of weights and measures tables, and their terminology, standard abbreviations, and symbols, for liquid and dry ingredients, in order to read, interpret, and apply recipes

- Knowledge of the principles and techniques of food quality evaluation to assess the effects of time, temperature, and weather on food, to determine the types and causes of cooking deficiencies, and to ensure the proper quality, appearance, and condition of food
- Ability to calculate percentages, ratios, and proportions through the use of addition, subtraction, multiplication, and division, in order to prepare, cook, serve, and store food
- Knowledge of the principles and practices of nutrition including terminology, standard abbreviations, and meal planning, in order to assemble required special diets, such as diabetic, dialysis, pre-dialysis, and religious meals.

Reading List: Reading list: <https://www.mass.gov/guides/examination-preparation-guides-and-reading-lists>

TYPICAL QUALIFICATIONS:

Application: All applications must be received by the application deadline, and accompanied by an examination fee. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before October 1, 2019, your application will not be accepted.

Education & Experience (E&E): All applicants must complete the 2019 DOC Chef Education and Experience Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates prior to the examination date and made available online. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation for your claim must be either attached to your E&E Claim or emailed to civilservice@mass.gov.

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing written examination score.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding the content of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the mailing of your mark to appeal in writing your E&E score.

Testing Accommodations for People with Disabilities: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application or email to civilservice@mass.gov. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score.

- **VETERANS' PREFERENCE:** Click on this link for further information- [Veteran's Preference Eligibility](#).

- **DISABLED VETERAN STATUS:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

During the HRD review process or during the life of the applicable eligible list(s), candidates must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

Current Military Personnel: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Visit our website for more information: [Military Information](#)

No Make-up Examination: With the exception of current military personnel, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

Notice to Appear: Notices to Appear including time and location of exam will be emailed to candidates after the close of the application period, and prior to the examination date.

Identification at the Examination Site: At the examination site, candidates must present current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID).

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Profile or Eligible List Information](#).

Refunds: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

Salary: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

Private School or Service: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@mass.gov.

Inquiries may be made to HRD during normal business hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

Applications for this examination will be available from September 10, 2019 through October 1, 2019.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #191116DOCChf
2019 DOC CHEF
HC

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