



COMMONWEALTH OF MASSACHUSETTS  
invites applications for:

# 2020 Correction Officer I/Head Cook

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**SALARY:** Biweekly

**OPENING DATE:** 07/01/20

**CLOSING DATE:** 07/28/20 11:59 PM

**DESCRIPTION:**

2020 Correction Officer/ Head Cook

**EXAMINATION DATE:** August 29, 2020

**DEADLINE TO APPLY:** July 22, 2020

**EXAMINATION FEE:** \$100

Written Examination Locations: Various sites across the state

**\*There is an additional \$50 fee for applications received after July 22, 2020. Applications will NOT be accepted after July 28, 2020.**

This examination is being held to create an eligible list from which to fill vacancies in this classification in the Massachusetts Department of Correction. Candidates must take and pass this examination in order to be placed on the eligible list.

**EXAMPLES OF ESSENTIAL DUTIES:**

**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/ Head Cooks work in a correctional facility; may work varied shifts, weekends, holidays, or nights and are subject to a standby (on call) work status; often work in a kitchen

setting; 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:** The written examination is 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 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; 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, and 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 for 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.

**Reading List:** Recommended reading list: [Reading Lists](#)

### **TYPICAL QUALIFICATIONS:**

**Entrance Requirements: Age:** This examination is open to persons who have reached the age of nineteen as of the date of the examination; however you must be 21 years of age in order to be appointed. ([Massachusetts General Laws, Chapter 125, Section 4](#)). Candidates must provide proof of birth date to satisfy this requirement prior to consideration for appointment.

**Preferred Qualifications:** 6 months of institutional food service or culinary degree.

**Credit for Employment/Experience:** Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Correction Officer/ Head Cook. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as a result of service as Correction Officer/ Head Cook, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov). Documentation must be submitted within 7 calendar days of the written examination.

**Certification Requirements:** Candidates must have graduated from high school or must possess an equivalency certificate issued by the Massachusetts Department of Education; or must have served at least three years in the armed forces of the United States and the last discharge or release from service must have been under honorable conditions.

**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 July 22, 2020, your application will not be accepted.

**Reasonable Accommodations for People with Disabilities:** If you need special testing 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 examination site, and such letter must be scanned and attached to this application or emailed to [civilservice@mass.gov](mailto: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 examinations, and will not be used for any other purposes.

### **Statutory Preferences**

**Preference For The Children Of Correction Officers:** The son or daughter of a Correction Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of [Chapter 402 of the Acts of 1985](#). If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

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

**Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Information](#).

**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 processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your email 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. Requests filed after the application deadline (August 11, 2020), must be accompanied by a DD214 showing discharge within 6 months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

**Makeup Examination:** With the exception of current military personnel as described above, no candidate has a right to a makeup 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 examination application by the application deadline, but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup 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 examination processing fee upon approval of your request.

**Notice to Appear:** Notices to Appear including time and location of examination 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 current may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Account](#)

**Refunds:** There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

**Fee Waiver:** The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available here ([Fee Waiver Form](#)). This Form should be completed and supporting documentation must be scanned and attached to this application All Fee Waiver forms must be submitted on or before July 22, 2020.

**Salary:** Inquiries 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.

#### **OTHER REQUIREMENTS AFTER PASSING THE WRITTEN EXAMINATION AND PRIOR TO AN APPOINTMENT:**

- **Firearms Permit and Special State Police Commission:** Certification as a Correction Officer requires that the candidate be able to satisfy and maintain the eligibility requirements for obtaining a license to carry a firearm - pursuant to [MGL, Ch. 140 § 131](#)
- **Driver's License:** A current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.
- **Job Interview:** An appointing authority will conduct an oral interview prior to appointment.

- **Medical Exam:** Candidates must pass a medical examination, psychological evaluation, and drug screening before appointment.
- **Training** – Candidates must be able to complete satisfactorily the Department of Correction's training program for Correction Officers during their nine-month probationary period (Massachusetts General Laws, Chapter 125, Section 9, as amended by Chapter 468, Acts of 1979) as well as kitchen specific training provide by DOC.
- **Smoking Prohibition** – Pursuant with M.G.L. Chapter 41, Section 101A, persons appointed as a result of this examination will be prohibited from smoking tobacco products after their appointment. Violators are subject to termination of employment.
- **Prior Convictions/Incarcerations** – No person who has been convicted of a felony, convicted of a misdemeanor, or has been confined in any jail or house of correction for said conviction shall be appointed. (Massachusetts General Laws, Chapter 125, Section 9). Furthermore, candidates cannot have felony convictions, to include any actions defined in 5 U.S.C. 301; U.S.C. 509,510; 42 U.S.C. 15601-15609. The Massachusetts Department of Correction shall not hire anyone who may have direct contact with offenders, who has engaged in sexual abuse in a prison or other institution as defined in 42 U.S.C. 1997; or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse, or has been civilly or administratively adjudicated to have engaged in the activity described in the above paragraph. The agency shall consider any incidents of sexual harassment in determining whether to hire anyone who may have contact with offenders or residents.
- **Physical Readiness Test** – For more information, refer to the [Department of Correction](#)

## SUPPLEMENTAL INFORMATION:

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

For more information about this and other civil service examinations, see <http://www.mass.gov/civilservice> or email the Civil Service Unit at [civilservice@mass.gov](mailto:civilservice@mass.gov)

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

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

100 Cambridge Street  
 6th Floor  
 Boston, MA 02114

Position #200829COHC  
 2020 CORRECTION OFFICER I/HEAD COOK  
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[civilservice@mass.gov](mailto:civilservice@mass.gov)

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