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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Interim Commissioner Shawn Jenkins, Department of Correction

FROM: Regina Caggiano, Director of Civil Service

DATE: November 1, 2024

SUBJECT: Reading List for Department of Corrections Head Cook Examination

CORRECTIONS OFFICER/HEAD COOK

EXAMINATION DATE – SATURDAY, February 15, 2025

This reading list will pertain to the Human Resource Division Written Examination for Department of Corrections Officer/Head Cook administered on February 15, 2025.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All technical knowledge examination questions will be based on these materials.

Servsafe Coursebook, 8th Edition. National Restaurant Association (2022). Chicago, IL. National Restaurant Association Solutions.

Chapter 1
Chapter 3
Chapter 4
Chapter 5
Chapter 7
Chapter 8
Chapter 9

Chapter 10
Chapter 12
Chapter 14

Culinary Essentials, Student Edition. Johnson & Wales (2010). Woodlands Hills, CA. McGraw-Hill Companies, Inc.

Chapter 2
Chapter 10
Chapter 13
Chapter 20
Chapter 24

PUBLISHERS OF READING LIST TEXTS

Servsafe Coursebook, 8th Edition. National Restaurant Association (2022). Chicago, IL.
National Restaurant Association Solutions.

<https://www.servsafe.com/access/SS/Catalog/ProductDetail/1030013141008>

Culinary Essentials, Student Edition. Johnson & Wales (2010). Woodlands Hills, CA. McGraw-Hill Companies, Inc. <https://www.mheducation.com/prek-12/product/culinary-essentials-student-edition-mcgraw-hill/9780078883590.html?srsId=AfmBOooCOx8jKlhHDy9eyDx1NstYjbO67qQ08VndQzVi1-86Y9jUGDze#aboutprogram>

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at shelagh.herbert@mass.gov. A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. [Examination Preparation Guides and Reading Lists | Mass.gov](#)