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AMENDED November 4, 2024

READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Interim Commissioner Shawn Jenkins, Department of Correction

FROM: Regina Caggiano, Director of Civil Service

DATE: October 16, 2024

SUBJECT: Reading List for Department of Corrections Chef Examination

CORRECTIONS CHEF

EXAMINATION DATE – SATURDAY, February 15, 2025

This reading list will pertain to the Human Resource Division Written Examination for Department of Corrections Chef 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 are listed for each item. All technical knowledge examination questions will be based on these materials.

Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list.

471 CMR: 471.08 only
505 CMR
761 CMR

Note: All Attachments are excluded unless otherwise noted

Commonwealth of Massachusetts Department of Correction (103 DOC), as amended through the release date of this reading list.

DOC 119: including attachment A

DOC 225

DOC 237

DOC 238

DOC 239

DOC 501

DOC 502

DOC 504

DOC 506

DOC 507

DOC 511

DOC 512

DOC 513

DOC 519

DOC 520

DOC 560

DOC 562

DOC 620: 620.09A1c, 620.09A1d, 620.09A2a, ~~620.09A2b~~, 620.09A5, 620.11, and 620.12 only

DOC 758: 758.05 only

DOC 760

Note: All Attachments are excluded unless otherwise noted

Training Academy Material on Report Writing, as amended through the release date of this reading list.

Entire sections:

Seven Essentials of Report Writing

Five C's

Identifying Common Report Writing Errors

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

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

Chapter 2
Chapter 10
Chapter 13
Chapter 20
Chapter 24

Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders. Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd.

Chapter 1
Chapter 2
Chapter 3
Chapter 10: pages 107 to 110 only
Chapter 16

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>

Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders. Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd. [Charles C Thomas Publisher \(ccthomas.com\)](http://ccthomas.com)

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](#)