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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: September 9, 2025

SUBJECT: Reading List for Department of Correction - Correction Officer Head Cook Examination

## **CORRECTION OFFICER HEAD COOK**

### **EXAMINATION DATE – SATURDAY, February 21, 2026**

This reading list will pertain to the Human Resource Division Written Examination for Department of Correction Officer Head Cook administered on February 21, 2026.

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.

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**Servsafe Coursebook, 8<sup>th</sup> 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](mailto: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](#)