

2027 Departmental Promotional Examination for Department of Correction Chef

If you currently have a Civil Service Online Account DO NOT create a new account to apply for this examination.

Utilize the Government Jobs Help & Support to access your account. [Online Employment Application Guide | Massachusetts Civil Service Applications](#)

Candidates with multiple accounts may cause delays with properly recording your application and notifications from civil service such as notices to appear, or job opportunities. If you have questions, please email civilservice@mass.gov.

This examination is being administered by the Human Resources Division (HRD) to create an eligible list from which to fill Chef vacancies in the Massachusetts Department of Correction (DOC).

Written Examination Date: April 12, 2027

Application Period Begins: January 4, 2027

Application Deadline: February 7, 2027

Examination Processing Fee: \$150

Written Examination Locations: Various sites across the Commonwealth

Examination Information

Eligibility: To be eligible for this examination you must: (1) be an employee in the Department of Correction with permanent civil service status in the title of Head Cook by the date of the examination; and (2) 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. Time spent pursuant to a temporary appointment in the title of DOC Chef will not interrupt the service period in your permanent position.

Eligible List: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Massachusetts General Laws (MGL) Chapter 31 § 25.

Examination Weights: The examination weights are 42% Technical Knowledge, 38% Situational Judgement Test, 20% Experience and Education.

Application: All applications and examination processing fees must be received by the application deadline. 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. Candidates who have been approved for an examination fee voucher may record redeeming the voucher on the application. If you have not submitted payment or redemption of an examination voucher of the examination processing fee on or before the application deadline, your application will not be accepted.

Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that HRD utilizes only email for all notices to candidates.

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, examination processing fee and a written request for a makeup examination along with a copy of the military orders attached. All requests must be submitted via [Civil Service Military Makeup Examinations | Mass.gov](#) by the application deadline.

Makeup Examination: With the exception of current military personnel, no candidate has the 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 seven 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.

Reasonable Accommodations: If you need reasonable accommodations due to a documented impairment, or medical condition, you must fill out the [Testing Accommodations Request Form](#) and submit supporting documentation as outlined on the form from a qualified professional detailing what type of accommodation you require at the examination site. The form and supporting documentation must be scanned and attached to the application or emailed to CS-ReasonableAccommodations@mass.gov no later than four weeks prior to the examination date. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodations for examinations and will not be used for any other purposes. For information regarding reasonable accommodations and the required form please see: [Reasonable Accommodations for Civil Service Examinations](#).

Examples of Essential Duties:

Example of Essential Functions for a DOC Chef: Under direct supervision from other employees of higher grade, the duty of a Chef is to: oversee and implement food services, emergency responses, documentation and reports, searches and inspections, facility management and daily operations, inmate supervision, and administrative functions.

Written Examination: The written examination is comprised of two components, Technical Knowledge and Situational Judgement Test, and will test, where practicable, the following knowledge and abilities, which have been established as qualifications for the position.

Technical Knowledge Test (TK): Will test the following knowledge areas: Methods and techniques for preparing food in large quantities, Food Storage, Kitchen Safety and Sanitation, Kitchen equipment and maintenance, Kitchen weights and measurements, Quality Control, Use of Force, Incarcerated Individual Accountability, Inmate Management System and Power DMS, Incarcerated Individual Behavior, Searches, Inspections, Emergency Procedures, Operational Inventories, Adequate Security Coverage, Report Writing, Communication, Supervision and Leadership, Recognizing Employee Stress, Workplace Safety, Ethics and Guidelines, and CMRs and Policies.

Situational Judgement Test (SJT): The examination will measure your accountability, adaptability, analysis and decision making skills, interpersonal interactions, and strategic focus and vision.

Reading List: [2027 Correction Officer Chef Reading List](#)

The study materials for this exam are available on the [Examination Preparation Guides and Reading Lists](#) page of our website.

Experience & Education (E&E): All candidates must complete the 2027 Department of Correction Chef E&E Claim application online. This is a separate application. Submitting an E&E claim in any way other than through the online claim process will result in a failed examination component. Instructions and a link to the E&E claim will be emailed to you prior to the written examination date. A confirmation email will be sent upon successful submission of an E&E Claim application.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score. To claim veterans' preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the [Military Information](#) section on our website.

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, visit the [Update Your Account](#).

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.

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

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, visit <http://www.mass.gov/civilservice> or email the Civil Service Unit at civilservice@mass.gov.

Inquiries may also be made to HRD, Monday through Friday, 8:45am – 5:00pm, at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762