



MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

MELISSA J. PULLIN
CHIEF HUMAN RESOURCES OFFICER

READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Commissioner Shawn Jenkins, Department of Correction
FROM: Regina Caggiano, Director of Civil Service
DATE: October 22, 2027
SUBJECT: Reading List for Department of Correction Chef Examination

DEPARTMENT OF CORRECTION CHEF

EXAMINATION DATE – APRIL 12, 2027

This reading list will pertain to the Human Resource Division Written Examination for Department of Correction Chef administered on April 12, 2027.

Candidates are responsible for reading all the texts and other materials listed on all pages of this announcement. Please note which edition and/or date of publication is listed for each item. Only those chapters and sections listed under each text are included (unless noted otherwise). Chapters and sections listed with a dash (i.e., 2 – 14) should be read from the first listed chapter through the last listed chapter and section. 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, in accordance with the “Effective Date” of the policy listed below.

471 CMR (3/10/2017): 471.08 only
505 CMR (1/6/2023)
761 CMR (05/18/2009)

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, in accordance with the “Effective Date” of the policy listed below.

DOC 100 (1/21/2026)

DOC 119 (1/21/2025): include attachment A

DOC 225 (7/24/2026)

DOC 237 (4/25/2022)

DOC 238 (8/27/2024)

DOC 239 (1/21/2025)

DOC 501 (9/3/2025)

DOC 502 (12/13/2023)

DOC 504 (8/4/2025)

DOC 506 (2/25/2023)

DOC 507 (10/28/2025)

DOC 511 (4/3/2023)

DOC 512 (4/18/2024)

DOC 513 (9/3/2025)

DOC 519 (9/2/2025)

DOC 520 (10/28/2025)

DOC 540 (4/12/2024)

DOC 560 (1/25/2023)

DOC 562 (1/1/2025)

DOC 620 (6/3/2021): 620.09A1c, 620.09A1d, 620.09A2a, 620.09A5, 620.11, and 620.12 only

DOC 760 (1/18/2022)

Note: All Attachments are excluded unless otherwise noted

Rules and Regulations Governing All Employees of the Massachusetts Department of Correction (“Blue Book”), as amended through the release date of this reading list.

Entire Source

Standard Operating Procedures (103 SOP), as amended through the release date of this reading list, in accordance with the “Effective Date” of the policy listed below, in accordance with the “Effective Date” of the policy listed below.

SOP 471 (6/26/2026): “II. Special Diets” only

Note: All Attachments are excluded unless otherwise noted

Servsafe Coursebook, 9th Edition. National Restaurant Association (2026). Chicago, IL. National Restaurant Association Solutions.

Chapter 1

Chapter 3

PUBLISHED October 22, 2026

Chapter 4
Chapter 5
Chapter 7
Chapter 8
Chapter 10
Chapter 12
Chapter 14

The Culinary Professional. Draz, J. and Koetke, C. (2023 or 2027). Tinley Park, IL. The Goodheart-Willcox Company Inc. (4th or 5th edition accepted.)

Chapter 1: exclude pg. 7 – 8 (“Figure 1.3 Common Foodborne Pathogens”) and exclude pg. 36-37 (“Hazard Analysis Critical Control Point” up to End of Chapter)

Chapter 3: exclude pg. 64 – 75 (Start of Chapter up to “Hand Tools”)

Chapter 4: exclude pg. 101– 103 (“Broilers and Grills” up to “Lesson 4.2 - Holding Equipment and Refrigeration”) and pg. 106 – 107 (“Equipment Safety Standards” up to End of Chapter)

Chapter 5

Chapter 11: exclude pg. 255 – 260 (Start of Chapter up to “Basic Knife Cuts”) and pg. 262 - 272 (“Mincing” up to “Mirepoix”) and pg. 273 – 277 (“Peeling and Mincing Garlic” up to End of Chapter)

Chapter 18: exclude pg. 462 – 472 (“Egg Yolk” up to “Lesson 18.3 - Soups”)

Chapter 19: exclude pg. 487 – 489 (“Anatomy of a Grain” up to “Corn”) and pg. 502 - 507 (“Risotto Method” up to “Cooking Pasta and Noodles”)

Chapter 21: exclude pg. 556 – 559 (“Panfrying” up to “Lesson 21.2 Moist-Heat and Combination Cooking Methods”)

Training Academy Material on Report Writing (August 2023), as amended through the release date of this reading list.

Entire sections:

III. Purpose of a Report

IV. Seven Essentials of Report Writing

V. The Five Requirements

VI. Structure of the Report

VII. Identifying Common Report Writing Errors

Workplace Gold: Strategies for Improving Employee Morale, Accountability and Performance. Glidden, Ronald C. (2020). South Wellfleet, MA: Gold Badge Publishing.

Chapters 2 - 10

Chapter 11: exclude pg. 74 – 78 (“Discipline” up to “The Accountability Cycle”)

Chapter 12

PUBLISHED October 22, 2026

Chapter 14
Chapters 17 - 19

PUBLISHERS OF READING LIST TEXTS

Servsafe Coursebook, 9th Edition. National Restaurant Association (2026). Chicago, IL. National Restaurant Association Solutions. [ServSafe® Product Details](#)

The Culinary Professional, 4th Edition. Draz, J. and Koetke, C. (2023). Tinley Park, IL. The Goodheart-Willcox Company Inc.

[The Culinary Professional, 4th Edition - Goodheart-Willcox](#)

Or

The Culinary Professional, 5th Edition. Draz, J. and Koetke, C. (2027). Tinley Park, IL. The Goodheart-Willcox Company Inc.

[The Culinary Professional, 5th Edition - Goodheart-Willcox](#)

*Note: Either edition of The Culinary Professional can be utilized for this examination. There are no substantial differences between the materials.

Workplace Gold: Strategies for Improving Employee Morale, Accountability and Performance. Glidden, Ronald C. (2020). South Wellfleet, MA: Gold Badge Publishing
[Workplace Gold — Glidden Training & Consulting, LLC](#)

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](#)