



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
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Assistant Secretary  
Chief Human Resources Officer

TO: Carol A. Mici, Commissioner, Department of Correction

FROM: Regina Caggiano, Director of Civil Service

DATE: June 27, 2022

SUBJECT: Reading List for Correction Officer/Head Cook Examination

**CORRECTION OFFICER/HEAD COOK EXAMINATION**

**EXAMINATION DATE – SATURDAY, AUGUST 27, 2022**

This reading list pertains to the Human Resource Division Written Examination for Correction Officer/Head Cook.

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 examination questions will be based on these materials.

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**READING LIST FOR CORRECTION OFFICER/HEAD COOK**

**Servsafe Coursebook** (7<sup>th</sup> ed). Association, N (2018). Upper Saddle River, NJ: Pearson Prentice Hall. ISBN-13: 978-0134764214  
Chapters 1, 7, 8, 12, 14, 15.

**Culinary Essentials** (2<sup>nd</sup> Ed). (2009). Woodland Hills, CA: Glencoe/McGraw Hill. ISBN13: 978-0078883590  
Chapters 1, 2, 13 – 15.

**PUBLISHERS OF READING LIST TEXTS**

- Prentice Hall, Inc., Upper Saddle River, New Jersey 07458; <https://www.pearson.com/us/higher-education.html>
- McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; (800) 338-3987; [www.mhprofessional.com](http://www.mhprofessional.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 Carolina Silva at [carolina.silva@mass.gov](mailto:carolina.silva@mass.gov). A copy of the reading list is posted on the [Civil Service website](#).