



Food Service Technician I

Exam Code: 2FS06

Department(s):	Department of Forestry & Fire Protection
Opening Date:	08/03/2012
Closing Date:	08/31/2012
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY \$2065 - \$2507
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot - lone

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **August 31, 2012**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications **will not** be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Diana Valenciano)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **August 31, 2012**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$2065 - \$2507

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **August 31, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Experience: Six months of experience in an institution, hotel, or restaurant, serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages. (Completion of the eighth grade may be substituted for the required experience.) (To be considered for appointment at the California Maritime Academy, candidates must be eligible for documentation by the United States Coast Guard.)

POSITION DESCRIPTION

Under supervision in a State institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2012**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Cleaning methods (e.g., sanitizing) used for food preparation to ensure safe food handling procedures.
2. Various types of food service utensils (e.g., ladles, scoops, spatulas, tongs) and their uses to ensure proper portioning and handling of food items.
3. Commercial kitchen equipment (e.g., dishwasher, ovens, meat slicer, mixers, deep fat fryer, food processor, tilt skillet) operation and their uses to properly prepare meals.
4. Cleaning methods (e.g., wiping, sanitizing) used for food service areas to prevent cross contamination.
5. Personal cleaning methods (e.g., hand washing, sanitizing) to ensure safe food handling practices.
6. Cleaning methods (e.g., wiping, sanitizing) used for commercial kitchen equipment (e.g., dishwasher, ovens, meat slicer, mixers, deep fat fryer, food processor, tilt skillet) using manufacturer guidelines to ensure safe food handling practices.
7. The maintenance (e.g., sharpen, oil, check for frayed cords, temperatures) of commercial kitchen equipment (e.g., ovens, meat slicer, mixers, deep fat fryer, food processor, tilt skillet) to ensure safe operation.
8. General pantry work (e.g., product placement, rotation of food, organization, receipt of delivery) to ensure proper food storage and safe food handling procedures.
9. The use of commercial dishwashers to clean and sanitize pots, pans, and utensils to ensure safe food handling practices.
10. Proper food temperature zones to comply with health and safety codes.
11. Correct food rotation (e.g., first in, first out) to ensure food is used according to the expiration date.
12. Cleaning methods (e.g., sanitizing, proper hand washing, correct use of gloves) used to prevent cross contamination of food.
13. Food storage methods (e.g., identifying, dating, cooling, covering, placement of food) to ensure safe food consumption.
14. Basic health and safety codes to maintain a safe work environment.
15. Food preparation techniques (e.g., chopping, slicing, measuring) to ensure food is prepared according to recipes.

B. Ability to:

1. Use portion control methods using appropriate utensils to ensure availability of food items.
2. Follow directions to ensure successful completion of assignments.
3. Communicate verbally to convey information during work assignments.
4. Measure ingredients precisely according to a recipe for food preparation.
5. Safely operate culinary utensils (e.g., hand mixers, food processor, whips, knives) during meal preparation to ensure a safe work environment.
6. Safely operate commercial food service equipment during meal preparation to ensure a safe work environment.
7. Follow standardized recipes to prepare, cook, and serve quality, healthy, palatable food at assigned meal times.
8. Clean and sanitize food service equipment (e.g., floor mixers, ovens, grills, toasters, deep fat fryer) to maintain compliance with health and safety codes.
9. Clean and sanitize culinary utensils (e.g., hand mixers, food processor, whips, knives) to maintain compliance with health and safety codes.
10. Clean and sanitize food service work areas in accordance with health and safety codes.

11. Interpret and understand written information on food products to obtain product information (e.g., labels, ingredients, expiration dates).
12. Work cooperatively and professionally with individuals (e.g., co-workers, supervisors, managers, students) with a variety of backgrounds and capabilities in a team or an individual environment to facilitate an efficient working environment.
13. Perform multiple tasks simultaneously within appropriate timeframes while maintaining a high level of work product.
14. Read and understand the Material Safety Data Sheet (MSDS) to ensure safe work practices.
15. Apply good safety practices (e.g., proper lifting, elimination of tripping hazards, wet floors signs) to maintain a safe work environment.
16. Follow written instructions (e.g., work request from staff, meal count sheet, menus) in order to effectively complete daily assignments.
17. Recognize and remove expired food items from storage to ensure safe food consumption.
18. Lift items using safe lifting techniques to prevent accidents and/or injuries.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Sympathetic understanding of and willingness to work with the resident population of a State institution; personal cleanliness, good sense of smell and taste; and freedom from communicable disease.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at 1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CalHR) class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position

after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.