



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE SHERIFF'S DEPARTMENT WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

Bulletin No. 770-2642

Posting Date: July 09, 2008

JOB TITLE	<u>HEAD COOK</u>
EXAM NUMBER	J6402I
FILING DATES	July 10, 2008 until needs are met
SALARY	\$2,913.00 - \$3,807.09 MONTHLY \$2,998.82 - \$3,919.73 MONTHLY (EFFECTIVE 01/01/09)
POSITION INFORMATION	Positions allocable to this class supervise and coordinate the work of subordinate cooks, food service staff, contract employees, and inmate workers performing quantity food preparation and cooking duties in a Custody facility or Correctional facility.
ESSENTIAL JOB FUNCTIONS	<p>Supervises and monitors, directly or through subordinate supervisors, the assignment of and work of food services staff and inmate workers, providing instruction in, or overseeing, the training of staff in standard food preparation and cooking techniques.</p> <p>Makes work assignments and oversees the work of food services staff in the preparation of food items, inspecting quality of work in progress and upon completion to ensure that the quality of food prepared is acceptable, in adequate quantities, and meets established dietary guidelines.</p> <p>Monitors conformance with all health and safety regulations, keeping staff apprised of changes or additions to these regulations.</p> <p>Requisitions food supplies and ensures that food supplies are maintained at levels adequate to meet the needs of the facility on a daily/weekly basis.</p> <p>Conducts daily inspections of the kitchen, equipment, and food storage areas checking for cleanliness and ensuring that all equipment is functioning properly and that all health and safety regulations are observed.</p> <p>Inspects food supplies received, rejects those supplies of poor or unacceptable quality, oversees the proper storage of supplies accepted and monitors the rotation of supplies to prevent spoilage.</p> <p>Makes or approves changes to menus or modifies recipes when supplies are unavailable.</p> <p>Monitors and inspects the serving of meals, ensuring that the necessary equipment and utensils are utilized, and makes sure that food being served is maintained at proper temperatures and in necessary quantities throughout the meal.</p>

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

Inspects refrigerators, freezers, storerooms, and work areas to ensure cleanliness and compliance with health standards.

Supervises the preparation and transportation of meals for emergency crews or special functions.

Prepares or assists in the preparation of employee evaluations.

Acts as a leadperson, supervising and/or instructing youth in a County-sponsored program, as required.

Three years' paid journey level* experience in quantity food preparation and cooking of complete meals in an institutional, commercial, military, or similar establishment, one year of which must have been in a supervisory capacity.**

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Journey-level experience is defined as one who has experience preparing complete meals to include: sauces, entrees, desserts and soups using industrial equipment.

**A supervisory capacity is defined as one who supervises subordinate cooks and participates in the performance of quantity food preparation and cooking duties.

Please ensure that your application and resume contain detailed information specifically addressing level of work experience, specialized training courses or programs completed, and types of meals prepared. The work experience you have gained can be a combination of County, public or private.

***Applicants must submit a copy of their Serv-Safe Certificate or Food Handler Certificate **at the time of filing**. To receive information on how to obtain a food handler certificate, you may call the County of Los Angeles, Food Handler Certification Program at (626) 430-5320.

EXPERIENCE IN A FAST FOOD ESTABLISHMENT IS NOT CONSIDERED AS QUALIFYING EXPERIENCE FOR THIS POSITION.

EMPLOYEES WHO HAVE COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE MAY FILE FOR THIS EXAMINATION IF THEY ARE WITHIN SIX MONTHS OF MEETING THE EXPERIENCE REQUIREMENT MAY FILE. HOWEVER, THEIR NAMES WILL BE WITHHELD FROM THE ELIGIBLE REGISTER UNTIL THE QUALIFYING EXPERIENCE IS FULLY MET.

NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.

**DESIRABLE
QUALIFICATIONS**

Certificate: A Serv-Safe certificate or an equivalent of the Los Angeles County's Food Handler certificate.***

**SPECIAL
INFORMATION**

Shift: Any Shift
Appointees must be willing to work any shift, including evenings, nights, weekends and holidays.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Correctional Services Division, Food Services Facilities.

**EXAMINATION
CONTENT**

This examination will consist of an evaluation of education and experience based on application information weighted 60%, and an Appraisal of Promotability weighted 40%. The Appraisal of Promotability will evaluate knowledge and skills, adaptability, productivity, written and oral communication, and supervision.

Candidates must receive a score of 70% or higher on each component in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months from the date of promulgation.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person or by mail. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing On-Line: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. To apply online, click on the link below the filing address.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing Online or by 4:30 p.m. on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by mail on business days only between 8:00 a.m. and 4:30 p.m., at the address listed below. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. A Standard County of Los Angeles Employment Application can be found at:
<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application depends on whether or not you have

clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building - Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1247.

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.