

COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

FIRST COOK

BI-WEEKLY SALARY RANGE: \$1395.00 - \$1653.75

APPROXIMATE MONTHLY SALARY RANGE: \$3022.50 - \$3503.13

LAST DAY FOR FILING

Monday, April 7, 2003

DATE OF EXAMINATION

To be Announced

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

QUALIFIED BILINGUAL PERSONS WHO SPEAK ENGLISH **AND** ARE ALSO FLUENT IN SPANISH, CHINESE, VIETNAMESE, CAMBODIAN, LAOTIAN, KOREAN, MIEN, TAGALOG, AMHARIC, FARSI, DARI, TIGRIGNA, RUSSIAN, ROMANIAN OR SIGN LANGUAGE ARE ESPECIALLY ENCOURAGED TO APPLY. THERE IS AN ADDITIONAL BI-WEEKLY COMPENSATION FOR PERSONS IN POSITIONS DESIGNATED BILINGUAL. *Qualified candidates may be tested to demonstrate language proficiency.*

THE POSITION(S): Under direction, First Cooks assist in planning, organizing and supervising food preparation, cooking and meal service on an assigned shift and do related work as required. They may function as shift supervisors, supervising Cooks, Assistant Cooks and Senior Food Service Workers and personally prepare the more difficult menu items such as meat, poultry and fish courses that require baking or roasting.

THE REQUIREMENTS: These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

EITHER I

EXPERIENCE: The equivalent of two years of full-time experience in the class of Cook in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

OR II

EXPERIENCE: The equivalent of three years' full-time quantity cooking experience, of which one year was in a supervisory capacity over cooks and allied workers with responsibility for supervising and assisting with the preparation, cooking and serving of meals for at least 300 persons.

THE EXAMINATION: THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

The examination may include but may not be limited to: KNOWLEDGE OF modern principles, methods and equipment used in the storage, care, handling, preparation, cooking, baking, dispensing and serving quality food in large quantities; kitchen sanitation and standards, safety and the cleaning and care of utensils and equipment; food values in general, and acceptable equivalents or substitutes within food groups; principles of effective supervision; quantity and quality standards of food production and service; kitchen sanitation and HACCP (Hazard Analysis Critical Control Point) standards, safety and cleaning and care of utensils and kitchen equipment. ABILITY TO plan, organize, direct, effectively train and supervise the work of others; prepare and cook all groups of food skillfully; plan and organize food preparation and serve operations to meet fixed schedules while providing a high standard of finished product; convert recipes and determine food quantities for varying sized groups; maintain accurate records and prepare reports as required; follow detailed written and verbal instructions; work effectively with a wide variety of people.

THE EXAMINATION WILL CONSIST OF the following steps: A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process, a review of candidates' Supplemental Questionnaires to verify further knowledge, skill or ability. An oral interview weighted as 100% of the candidate's final examination score is the last step. The oral interview may contain situational exercises. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.

TO APPLY: Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: www.co.alameda.ca.us.

Please print your name

FIRST COOK
Supplemental Questionnaire

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. Failure to submit the Supplemental Questionnaire will result in disqualification. The purpose of this questionnaire is for you to identify your qualifications in job-related areas as stated on the job bulletin. It is critical that you fill out the Supplemental Questionnaire completely.

PLEASE INDICATE YOUR RESPONSES ON THIS PAGE. Print your name at the top of the page, sign and date at the bottom, and attach this form to your application.

1. In order to participate in the examination process for this classification, you must meet the minimum qualifications through one of two patterns. Under which pattern are you applying? **(CHECK ONE)**

Pattern I: The equivalent of two years of full-time experience in the class of Cook in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

If applying under Pattern I, do you have two year full-time experience as a Cook in Alameda County classified service? YES NO

Pattern II: The equivalent of three years of full-time quantity cooking experience, of which one year was in a supervisory capacity over cooks and allied workers with responsibility for supervising and assisting with the preparation, cooking and serving of meals for at least 300 persons.

If applying under Pattern II, do you have three years full-time quantity cooking experience, one year of which was in a supervisory capacity? YES NO

2. Identify your quantity cooking experience:

From		To		Employer	Average Number of People served/meal	Supervisory Capacity? Yes / No
Month	Year	Month	Year			

CERTIFICATION OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the County of Alameda.

SIGNATURE: _____

DATE: _____

Address: _____

Telephone: _____
