



**FOOD SERVICE TECHNICIAN I**  
**DEPARTMENTAL OPEN SPOT FOR: ALBANY**  
**FINAL FILING DATE: AUGUST 9, 2016**

"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."

<b>EXAMINATION BASE</b>	Departmental <b>OPEN SPOT</b> for: <b>ALBANY</b> (Orientation Center for the Blind).
<b>HOW TO APPLY</b>	Applications (STD 678, Rev.06/2010) must be <b>RECEIVED no later than 5:00 p.m. on the final filing date. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications received via U.S. MAIL <b>AFTER THE FINAL FILING DATE</b> and personally delivered and/or received via inter-office mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</b>

FILE BY MAIL OR IN PERSON AT:

**Department of Rehabilitation**  
Selection Services Unit  
721 Capitol Mall  
Sacramento, CA 95814  
Attention: Victoria Medina-Pérez

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), the local offices of the Employment Development Department and the Department of Rehabilitation's web site at [www.dor.ca.gov](http://www.dor.ca.gov). **SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.**

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR DEPARTMENT OF REHABILITATION FIELD OFFICES.**

<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.
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<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>AUGUST/SEPTEMBER 2016 IN ALBANY.</b> Applicants will be notified approximately one week prior to their oral interview.
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<b>SALARY RANGE</b>	<b>\$2159.00 - \$2700.00</b>
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<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
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<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.
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All applications submitted must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**

<b>MINIMUM QUALIFICATIONS</b>	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " <b>Either</b> " I, or II, or III, etc.
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**EXPERIENCE:**

Six months of experience in an institution, hotel, or restaurant, either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages. (Completion of the eight 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.)

<b>SPECIAL PERSONAL CHARACTERISTICS</b>	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.
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<b>EXAMINATION INFORMATION</b>	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained. <b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>
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**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

**Scope:**

**A. KNOWLEDGE OF:**

1. Methods of cleaning and preparing foods for cooking and storing food.
2. Proper methods of arranging dining room furniture, setting tables, and serving meals.
3. Various types of food service utensils and equipment and their uses.
4. Methods of cleaning and maintaining food service areas, utensils, and equipment.
5. Sanitation and safety measures in food service areas.
6. General pantry work.

**B. ABILITY TO:**

1. Portion servings.
2. Follow directions and keep simple records.
3. Communicate at a level appropriate to the classification.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

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**EXAMINATION INFORMATION**  
**Continued**

If **conditions warrant**, this examination may utilize an evaluation of each candidate's **Education and Experience** compared to a standard developed from the class specification. The panel will be competitively evaluating your application and resume to give you a score. For this reason, it is **especially important** that each candidate take special care in **accurately** and **completely** filling out the application. List **all** experience relevant to the **Requirements for Admittance** to the Examination, **position description**, and **scope** shown on this announcement. Supplementary information will be accepted, but read the **Requirements for Admittance** to the Examination, **position description**, and **scope** carefully to see what kind of information will be useful to the staff doing the evaluation

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**POSITION DESCRIPTION**

Under the general supervision of the Supervising Cook I and the lead direction of the Cook II, the Food Service Technician I will perform general cooking support duties in the Orientation Center for the Blind's (OCB's) cafeteria facility providing a professional (helpful, friendly) service standard and manner during service of meals to OCB students, staff and visitors. The duties will encompass all or part of the pre and post-production cooking tasks; serve and assist with the preparation of foods and beverages; clean and maintain food service equipment, utensils, and work areas; check equipment for proper working conditions and maintain appropriate service records; work with OCB student helpers as part of their internship program by instructing, leading, or supervising students in the performing of food services tasks; may perform other related duties as required.

**Position(s)** exist with the Department of Rehabilitation, **Orientation Center for the Blind in Albany.**

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**ELIGIBLE LIST INFORMATION**

An Open eligible list will be established for the Department of Rehabilitation. The 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.

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**VETERANS' PREFERENCE**

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

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**HOW TO APPLY FOR VETERANS' PREFERENCE**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at **www.jobs.ca.gov** and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at **www.cdva.ca.gov**

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#### GENERAL INFORMATION

**To learn more** about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination & Appointment Program (LEAP), office locations, etc.) log on to [www.dor.ca.gov](http://www.dor.ca.gov).

**It is the candidate's responsibility** to contact the Department of Rehabilitation Selection Services Unit in Sacramento at (916) 558-5545, three weeks after the final filing date if he/she has not received a progress notice.

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

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Rehabilitation** 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 candidates will be notified.

**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. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide 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 this bulletin.

**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.

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.

TTY is Telecommunications Device for the Deaf or Hearing Impaired and is reachable only from phones equipped with a TTY Device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired

**ONLY INDIVIDUALS AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT OF REHABILITATION  
SELECTION SERVICES UNIT**

721 CAPITOL MALL  
SACRAMENTO, CA. 95814  
(916) 558-5545

1-800-735-2829 (NATIONAL RELAY SERVICE)