



DEPARTMENT OF HUMAN RESOURCES

Study Guide Cook Written Examination

- This booklet contains SAMPLE QUESTIONS ONLY. Studying this booklet will not necessarily improve your exam score.

DECEMBER 2018

PURPOSE AND CONTENT OF THIS EXAM PREPARATION GUIDE

This guide was developed to help you prepare to take the written examination for Cook. The guide contains general exam-taking advice and also provides specific information related to the exam content. This information includes the subject areas covered by the exam, the kinds of questions to expect, strategies for approaching the questions, and sample questions. Though this information cannot guarantee a higher exam score, it can give you direction for your exam preparation that will assist you in doing your best.

PREPARING TO TAKE THE EXAM

Before the Day of the Exam

- Review this guide to get familiar with the content of the exam. Knowing about the topics and kinds of questions that will be in the exam will ensure that you will not be surprised by the content of the exam or the manner in which it is presented. This can improve your ability to demonstrate your job potential.
- Make sure that you know where the exam will be administered and all of the relevant details, such as where to park, where to report for the exam, and what identification is required.

On the Day of the Exam

- Make sure that you are well rested and have eaten. These things will help your concentration during the exam.
- Plan your day to allow plenty of time to get yourself prepared and get to the exam site. Allow enough time to cope with weather, traffic, parking, etc. Hurrying creates anxiety, so do not put yourself in the position of having to hurry.
- Listen carefully to all instructions from the exam administrator. Make sure that you understand the instructions and carry them out correctly. Ask questions at the proper time before the exam begins if you are unsure of any aspect of what you should do during the exam.

GENERAL EXAM TAKING TIPS

- Use your time carefully. The time limit should provide you with more than enough time if you move through the exam steadily and do not spend too much time on any one question.
- Read the questions and answer choices carefully. Read all of the answer choices before you select an answer.
- If you come to a question that is especially difficult, skip that question and come back to it later if you have time.
- Answer every question. Scores are based on the number of correct answers. You will receive no credit if you leave an answer space blank. It is to your advantage to use your best judgment to make a choice among the answer choices provided.

THE COOK WRITTEN EXAM

The Cook written exam is based upon a job study that identified the most important knowledge, skills, and abilities required to perform the job successfully. These areas include:

- your skill in reading and comprehending written information.
- your knowledge of basic concepts related to food preparation.

The exam questions are presented in multiple-choice, matching, and fill-in-the blank formats. Each question is identified by a question number that is followed by a question statement. For multiple choice questions, each question statement is followed by four numbered answer choices. You should read all of the answer choices and then choose the best answer. **Each question has only one correct answer.**

EXAM SECTION 1: READING COMPREHENSION

This exam section contains twenty-five (25) questions designed to assess your ability to accurately read and interpret written information. The exam questions will be based on brief reading passages that are at a reading level required to perform basic job tasks such as reading instructions and procedures. Some of the questions will also require you to perform some basic arithmetic such as addition to determine correct amounts.

A good strategy to use for questions of this type is to carefully read the entire passage. Then, for each question associated with the reading passage, read the question and all of its response choices before selecting your answer choice. When reading a question, give careful consideration to each of the words used to convey meaning. This will ensure that you clearly understand exactly what information is being sought. Does the question ask you to identify a reason for something, an amount of something, or how something is done?

It is important that you select your answer based solely upon the information provided. The exam questions are designed to assess your ability to correctly interpret what is provided, not to assess your knowledge of the subject area addressed by the reading passage. Examples of these types of questions are shown below. Each question is followed by a brief explanation of the correct answer.

The cook assigned to Station 1 is responsible for unlocking the refrigerators and freezers at the start of the day. This person must check the temperature of each unit and return the keys to the appropriately labeled hook on the wall board in the Kitchen Manager's office.

1. Which equipment must have its temperature checked?
 - A. Only the freezers.
 - B. Only the refrigerators.
 - C. Only the equipment at Station 1.
 - D. All refrigerators and freezers.

Answer: The correct answer to sample question #1 is response choice "D". The first sentence refers to refrigerators and freezers. The second sentence notes that each piece of equipment must be checked. This implies that all of the equipment must be checked. Therefore, choice D is the correct answer.

2. Where are the keys to the refrigerators and freezers stored?

- A. At Station 1.
- B. The cook keeps them.
- C. In the Kitchen Manager's Office.
- D. The Kitchen Manager keeps them.

Answer: The correct answer to sample question #2 is response choice "C". By noting that the keys must be returned to the location in the Kitchen Manager's Office, you can tell that is the location where they are stored.

3. A fifty pound box of russet potatoes contains approximately 80 potatoes. If the restaurant usually serves 400 baked potatoes per week, how many boxes of potatoes should be ordered?

- A. 5.
- B. 6.
- C. 7.
- D. 8.

Answer: The correct answer to sample question #3 is response choice "A". If 400 potatoes are needed, you should divide 400 by 80 to determine how many boxes are needed. The result of this calculation is 5. To double check the answer, you can multiply 80 potatoes by 5 boxes. The result of this calculation, 80×5 , is 400 potatoes.

EXAM SECTION 2: COOKING BASICS

This exam section contains sixteen (16) questions that assess your knowledge of basic food groups, cooking techniques, and measurements used in cooking. The best way to prepare for such questions is to review and memorize these concepts. This kind of information can typically be found in cookbooks or online.

Directions: Fill in the correct answer below.

4. 2 cup = _____ tablespoons.

Answer: The correct answer to sample question #4 is 8 tablespoons. There are a number of measurements used in cooking and it is important to know not only what they are, but also how they relate to one another. These measurements include teaspoons, tablespoons, cups, pints, quarts, gallons, ounces, and pounds.

Directions: There are numbered cooking terms in Column I. Select the correct definition in Column II and place the corresponding letter in the appropriate space on your answer sheet.

<u>Column 1</u>	<u>Column II</u>
_____ 5. Julienne	A. To chop food into extremely small pieces.
_____ 6. Pare	B. To remove the outermost skin of a fruit or vegetable.
_____ 7. Mince	C. To cut vegetables, fruits, or cheeses into thin strips.

Answer: The correct answer to sample question #5 is response choice "C". The correct answer to sample question #6 is response choice "B". The correct answer to sample question #7 is response choice "A".

ADDITIONAL ASSISTANCE

If you feel that you would benefit from more practice, your local library or relevant Internet web sites may have reference materials that can be helpful. This is true for all of the subject areas covered by the Cook written examination.