



**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**Assistant Cook**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** STATE EMPLOYEES ONLY

**Location:** Connecticut Valley Hospital ~ Administrative & Support Services ~**ALBERT J. SOLNIT-SOUTH**  
~Middletown, CT

**Job Posting No:** CV~24079

**Annual Salary:** TE-09 Step 1 = \$31,367.00 Annually (employees in an initial working test period)  
TC-09 - \$ 34,852-\$43,551 Annually (step placement determined in accordance with existing rules)

**Hours:** 1st shift ~ 5:30 a.m. to 6:30 p.m. ~ Thursday, Saturday, Sunday ~ 37.50 hours weekly

**Closing Date:** April 29, 2017

**Duties may include but not limited to:** Performs a variety of basic tasks in preparing soups, salads, meats, vegetables, desserts, beverages, nourishments, etc.; cleans, washes, polishes pots, pans, dishes, silverware, kitchen equipment, floors, walls, etc.; operates kitchen machines and equipment; may participate in serving food and packing food for delivery; may receive training in the preparation of food on a large scale; may prepare food in the absence of the cook; assists with the receiving and storage of food; may assist in the preparation of production records; performs related duties as required.

**Knowledge, Skill and Ability:**

Some knowledge of simple food preparation; some knowledge of liquid and dry weights and measures; some interpersonal skills; some oral and written communication skills; ability to follow instructions and learn routines; some mathematical ability.

**Eligibility Requirement:** State Employees that possess the general and special experience and training, currently hold the above title or those who have previously attained permanent status in the above title may apply.

**General Experience and Training:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Physical Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Incumbents must be free from communicable diseases. A physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen and from patients/clients.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Assistant Cook applying to an Assistant Cook posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are applying for a promotion or demotion** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other State Employees** must complete a State Employment Application for Examination and Employment ([CT-HR-12](#)). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV) ~ FAX: (860) 262-5055**

**Connecticut Valley Hospital**

**Office of Human Resources ~ ATTN: Recruitment**

**P.O. Box 351 ~ Middletown, CT 06457**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Deb Robinson at 860-262-5819 or [Deborah.A.Robinson@ct.gov](mailto:Deborah.A.Robinson@ct.gov) NP-2