

**JOB POSTING—OPEN TO STATE EMPLOYEES ONLY**

**CONNECTICUT VALLEY HOSPITAL  
ASSISTANT COOK**

**POSITION NUMBERS: CV101578 – CV101579 – CV101580**

**PLEASE NOTE:** The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

**Location:** CONNECTICUT VALLEY HOSPITAL  
**Program/Unit:** ADMINISTRATIVE & SUPPORT SERVICES DIVISION – Fiscal Services, Dietary

**Shift/Schedule/Hours:**

| Position # | Program  | Full Time Hours   | Hours of Work  |
|------------|--|-------------------|--|
| 101578     | Dietary Services – Merritt Hall Kitchen (Middletown) | 37.5 hrs per week | Tuesday, Friday, Saturday / 5:00 a.m. – 6:00 p.m.<br>Or<br>Tuesday, Wednesday, Thursday, Friday, Saturday / 10:00 a.m. – 6:00 p.m. |
| 101579     | Dietary Services – Battell Hall Kitchen (Middletown) | 37.5 hrs per week | Sunday, Monday, Wednesday / 5:00 a.m. – 6:00 p.m.<br>Or<br>Sunday, Monday, Tuesday, Wednesday, Thursday / 10:00 a.m. – 6:00 p.m.   |
| 101580     | Dietary Services – Blue Hills Kitchen (Hartford)     | 37.5 hrs per week | Friday, Saturday, Sunday, Monday, Tuesday<br>10:30 a.m. to 6:30 p.m.   |

**Salary:** TC 9, Step 1 (\$31,893)

**Posting Date:** April 24, 2012

**Closing Date:** April 30, 2012

**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.

**Eligibility Requirement:** State employees who 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:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Physical Requirement:** 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. Candidates 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:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

- 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
- DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- All other applicants** must complete a State Employment Application for 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:**  
**Deb Robinson, Human Resource Associate, (860) 262-5819**  
**Connecticut Valley Hospital - P. O. Box 351**  
**Middletown, CT 06457**  
**Fax : (860) 262-5055 - Email: [Deborah.A.Robinson@ct.gov](mailto:Deborah.A.Robinson@ct.gov)**

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)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2