

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
ASSISTANT COOK (PART-TIME)

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

**Open To:** The Public  
**Location:** Meriden  
**Job Posting No:** 103316  
**Hours:** 17.25 hours  
**Salary:** \*\$16.30 - \$20.36  
**Closing Date:** Monday, November 19, 2012

**\* New hires to state employment start at the minimum of the above salary range.**

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 currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:**

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.

**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, and promotion employment rules, if applicable.

**Physical Requirement:**

Employees appointed to positions 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.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **\*Monday, November 19, 2012, close of business** to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Terry Vasile, Human Resources Specialist**  
**Fax: (860) 685 – 8356**

\*Incomplete or late application packages will not be considered. Due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.1

**The State of Connecticut is an Affirmative Action/Equal Opportunity Employer**