

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

ASSISTANT COOK

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

**Open To:** State Employees

**Location:** CT Valley Hospital ~ Administrative Support Services Division ~ Dietary ~ Battell Trayline  
Middletown

**Job Posting No:** CV-104897

**Hours:** Sunday, Monday, Tuesday ~ 5:00 a.m. to 6:00 p.m. or Sunday through Thursday ~ 10:00 a.m. to 6:00 p.m.

**Salary:** \$32,850.00 Annually

**Closing Date:** August 28, 2013

**Duties may include but not limited to:** responsible for performing 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 a lateral transfer by completing the State Employment Application (CT-HR-12).

**General Experience and Training:** 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 from patients/clients.

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

**Application Instructions:**

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

**All Applicants** 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:**  
**Doreen Clemson, Human Resources Associate**  
**Connecticut Valley Hospital – Human Resources**  
**P. O. Box 351, Middletown, CT 06457**  
**Fax : (860) 262-5055**  
**Email: Doreen.Clemson@ct.gov**

The 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 and strongly encourage the applications of women, minorities and persons with disabilities. NP-2