

Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Assistant Cook (3 Positions)  
SW27942, SW102560, SW102562  
Food Services

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

**Open To:** State Employees  
**Location:** Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport, CT  
**Unit:** Food Services  
**Job Posting No:** SW27942, SW102560, SW102562  
**Hours:** 2<sup>nd</sup> 10:00 am - 6:00 pm, five days per week, rotating weekends, 37.5 hours per week  
**Salary:** \$31,893  
**Posting Date:** July 30, 2012 **Closing Date:** August 8, 2012

**Duties included but not limited to:** Preparing foods; maintaining a clean work environment; cleaning cooking and serving utensils; helping to serve meals or package meals for distribution across campus; assisting with cooking when a cook is unavailable, assisting with receiving and storing stocks of foods; helping prepare production records, and related duties. The Southwest Connecticut Mental Health System is responsible for providing 3 nutritional meals daily to our 60 clients on the Inpatient Services Unit and 20 clients in our Transitional Residential Program, most of which require special dietary preparation to meet patients' medical needs.

**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.

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

**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.

**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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements 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:**

Gabriela S. Flores, Human Resource Associate  
Southwest Connecticut Mental Health System  
Human Resources, 97 Middle Street, Bridgeport CT 06604  
Fax: (203) 579-6315  
Email: SWCMHS.recruit@ct.gov

**AN 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.