

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Assistant Cook  
SW27777

**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 Ave, Bridgeport CT**

**Program/Unit: Food Services**

**Salary: \$29,566**

**Shift/Schedule/Hours: 2<sup>nd</sup> 10:00 am - 6:00 pm, five days per week, rotating weekends, 37.5 hours per week**

**Posting Date: September 10, 2013**

**Closing Date: September 19, 2013**

**Duties may include but not limited to:** This position will be responsible for the preparation of all meal components i.e., soup, salad, entre, vegetables, desserts and beverages. Additional responsibilities are cleaning of equipment, dishes, pots & pans, floors and walls. Operate kitchen equipment, may deliver and serve food. May prepare food in the absence of the cook, may receive training on large scale food preparation. Will assist in the receiving and storage of food and supplies, may assist in the preparation of production records, and perform 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.

**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](mailto:SWCMHS.recruit@ct.gov)**

**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.