

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
ASSISTANT COOK**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: State Employees

Location: Connecticut Valley Hospital Dietary ~ Administrative Support Services Division ~ Middletown, CT

Salary: \$28,704.00 Annually

Closing Date: August 4, 2013

Shift/Schedule/Hours:

Position #	Program	Full Time Hours	Hours of Work
105209	Dietary Services – Battell Trayline (Middletown)	37.5 hrs per week	Sunday, Wednesday, Thursday / 5:00 a.m. – 6:00 p.m. Or Sunday – Thursday/ 5:00 a.m. - 1:00 p.m.
105420	Dietary Services – Battell Trayline (Middletown)	37.5 hrs per week	Sunday, Monday, Wednesday / 5:00 a.m. – 6:00 p.m. Or Sunday - Thursday / 10:00 a.m. – 6:00 p.m.

The Assistant Cook would be 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.

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:

1. **DMHAS employees who are lateral transfer candidates** (example: Assistant Cook applying to an Assistant Cook posting) must submit a completed State of Connecticut Application for Examination and Employment (CT-HR-12) Applications received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other 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:

**Deb Robinson, Human Resource Associate
Connecticut Valley Hospital – Human Resources
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 Phone : (860) 262-5819
Email : 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

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