

CT VALLEY HOSPITAL
JOB OPPORTUNITY
Food Service Supervisor
ADMINISTRATIVE & SUPPORT SERVICES DIVISION

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

Open To: State Employees
Location: CVH Dietary – Battell Dining Room - Middletown, CT
Job Posting No: CV-24462
Hours: 1st shift: Sunday, Monday & Tuesday: 5:00 a.m. – 6:00 p.m.
Salary Range: \$38,769.00 - \$50,753.00
Closing Date: March 27, 2015

The Food Service Supervisor would be responsible for Coordinating food service area workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains food service area procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; keeps records; sets tables; prepares coffee, salads and dressings; serves meals; cleans dining room, furniture and equipment; counts and sorts table linen; washes dishes and silverware; monitors temperature of food; maintains adequate supplies and food in stock; requisitions food and supplies; may make recommendations on policies or standards; 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: Two (2) years' experience in the preparation or serving of food on a large scale.

Physical Requirement: Incumbents in this class must possess adequate physical strength, stamina, physical agility and visual and auditory acuity and retain such physical fitness as to be able to perform the duties. Incumbents must be free from communicable diseases. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen 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 lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at 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, 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).
2. **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.

EMAIL: CVH-RECRUIT@CT.GOV
FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

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. NP-2