

CT VALLEY HOSPITAL  
JOB OPPORTUNITY  
COOK  
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 Kitchen  
**Job Posting No:** CV-101524  
**Hours:** 1st shift: Thursday, Friday and Saturday - 5:00 a.m. – 6:00 p.m. or  
Tuesday - Saturday - 10:00 a.m. – 6:00 p.m.  
**Salary:** \$36,542.00 annually  
**Closing Date:** December 28, 2012

The Cook would be responsible for Preparing and cooking a wide variety of foods. Responsible for grill cooking, baking, food preparation, and daily food preparation. Must be able to operate various kitchen equipment such as griddle, stove, oven, fryer, slicer, food processor, mixing machines, choppers and related equipment. Will be responsible for cleaning kitchen areas and equipment. Put away stock and assist in ordering food. May assist in the training of client workers on how to work in a food service establishment.

**Eligibility Requirement:** State employees who possess the general and special experience and training, currently hold the above title or those who have previously attained permanent status in the above title may apply.

**General Experience and Training:** Two (2) years' experience in the preparation of food on a quantity basis.

**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 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 candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms 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:**

Joann K. Castaldo, Human Resource Associate  
Connecticut Valley Hospital  
P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055 Phone : (860) 262-5868  
Email : Joann.Castaldo@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](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 encourages the applications of women, minorities and persons with disabilities. NP-2