



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL FOOD SERVICE SUPERVISOR 3

**ANNUAL \$55,357
SALARY: \$72,171**

**SALARY
GROUP: CO 12**

**APPLICATION CLOSING
DATE: APRIL 30, 2012**

**EXAM
NO: 120880APDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a Department of Correction food production center or correctional facility, this class is accountable for the direction and supervision of staff and inmates engaged in the preparation, cooking and service of meals.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **APRIL 30, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Six years of experience in the preparation and serving of complete daily meals in a large scale (500 meals per day) institutional or commercial setting such as a correctional facility, hospital, residential school, extended care facility, rest home or other similar environment.

SPECIAL EXPERIENCE: Two years of the General Experience must have been as a Correctional Food Service Supervisor 2 in a supervisory capacity responsible for overseeing staff and operations in a food service area in a correctional facility.

SUBSTITUTION ALLOWED: College training in dietetics, hotel, restaurant and/or food services, nutrition or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of one year.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess a High School Diploma or GED. (2) Incumbents in this class must be certified as a Qualified Food Operator as defined in Section 19-13-B42 of the regulations for Connecticut State agencies.

PHYSICAL REQUIREMENTS: Incumbents in this class must possess general good health, be free from any disease or injury which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform all the duties of the class. Permanent appointment will be contingent upon successful completion of a medical and physical examination and drug screening.

WORKING CONDITIONS: Incumbents in this class may be exposed to considerable danger of injury from assaultive and/or abusive inmates, disagreeable conditions and significant stress of confinement within a dangerous and volatile prison population.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of current materials and equipment used in large scale food preparation, cooking and service including cook/chill technology; considerable knowledge of principles, methods and practices of food preparation, cooking and service; considerable knowledge of kettle preparation, oven and grill work; considerable knowledge of safety and sanitation problems related to large scale food services operations; considerable knowledge of cook/chill processes; considerable knowledge of policies relating to inmate work forces in correctional facilities; considerable interpersonal skills; oral and written communication skills; considerable ability to keep records and make reports; ability to perform under stress; supervisory ability.

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| THE EXAMINATION WILL BE COMPOSED OF: | <u>PART</u> | <u>WEIGHT</u> |
| | EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Correctional Food Service Supervisor 3, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Correctional Food Service Supervisor 3 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience preparing and serving food in a large scale food service operation. Please include the size of the facility, the number of meals per day you personally were involved with preparing and/or serving, and your own specific duties. Include the types of equipment you have used and whether you have had responsibility in any of the following areas: food cost control, keeping an inventory of food and kitchen supplies, requisitioning food and kitchen supplies, planning or assisting in planning menus, writing or modifying recipes for food programs. **(2)** Experience overseeing compliance with food and equipment safety and sanitation standards set by the Public Health Code, the American Correctional Food Service Association, and OSHA. Describe your role in developing, implementing, or following policies for food service safety, storing and securing food supplies. **(3)** Experience supervising and training staff and/or inmates in the preparation and serving of food for large numbers of individuals. Be specific when describing your administrative and supervisory duties. Include the number of inmates and the number and job titles of any staff that you supervised or led. Describe any responsibility you have had for providing formal instruction or on-the-job training; delegating work assignments, setting up and maintaining operational/staffing schedules, evaluating performance, handling disciplinary problems and volatile situations, keeping staff records and preparing reports. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 30, 2012.** **(5)** **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** **Examination scores will be mailed by June 21, 2012.** **(8)** **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Department of Correction.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.