State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CORRECTION
CORRECTIONAL FOOD SERVICES SUPERVISOR 3

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL SALARY: $60,491 – $78.866	SALARY GROUP: CO 13	APPLICATION CLOSING DATE: FEBRUARY 10, 2016	EXAM NO: 160070APPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

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

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **FEBRUARY 10, 2016** HAS PERMANENT STATE STATUS*, 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 with responsibility for overseeing kitchen activities related to the preparation, cooking, chilling, retherming and delivery of meals. **NOTE**: For State Employees this is interpreted at the level of Correctional Food Services Supervisor 2.

SUBSTITUTION ALLOWED: 1) 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 two years. 2) Two years of experience as a Correctional Food Services Supervisor 2 may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: 1) Incumbents in this class are required to possess a High School Diploma or General Educational Development (GED) certification at the time of appointment. 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. 3) Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class.

PHYSICAL REQUIREMENT: 1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. 2) A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

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

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

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; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Examination Materials (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 supplemental 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 Services 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 Services 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 **FEBRUARY 10, 2016**. **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2910). If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. 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 MARCH 23, 2016.** (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) and at the Department of Correction.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7317 January 26, 2016

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.