



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

HEAD COOK

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

Open To: STATE EMPLOYEES ONLY

Location: Connecticut Valley Hospital ~ Administrative & Support Services ~ **BATTELL KITCHEN** ~ Middletown, CT

Job Posting No: CV~24372

Schedule: 1st shift ~ FRIDAY, SATURDAY & TUESDAY, 5:00 a.m. – 6:00 p.m. - 37.50 hours weekly

Annual Salary Range: TC-16 \$45,763.00 - \$59,425.00

Closing Date: October 23, 2016

Duties may include but not limited to: Plans kitchen workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains kitchen 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; may make recommendations on policies or standards; may prepare reports and correspondence; inspects and requisitions food and supplies; supervises the cleaning of kitchen and other food service areas and of equipment; may plan menus and be responsible for serving of meals; performs the full range of duties as outlined in the Cook specification; performs related duties as required.

Eligibility Requirement: State Employees that 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: Three (3) years of experience in the preparation and cooking of food.

Special Experience: One (1) year of the General Experience must have been in the preparation of food on a quantity basis.

Physical Requirements: 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. 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 to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen 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.

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 DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are applying for a promotion or demotion** 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 State Employees** 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:

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

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