

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
COOK**

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

Open To: State Employees

Location: Connecticut Valley Hospital ~ Dietary ~ Administrative Support Services Division ~ Battell Kitchen
Middletown, CT

Job Posting No: CV-44170

Hours: Sunday, Monday and Wednesday ~ 5:00 a.m. to 6:00 p.m.

Annual Salary Range: TC-13: \$37,639.00 - \$49,274.00

Closing Date: April 12, 2014

Duties may include but not limited to: 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; responsible for cleaning kitchen areas and equipment; putting away stock and assisting in ordering food; may provide assistance in training 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.

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Cook applying to a 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment 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