



*State of Connecticut*  
**EXAM ANNOUNCEMENT**

**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
DINING ROOM SUPERVISOR**

ANNUAL \$47,967	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$62,095	GROUP: TC 17	DATE: <b>MARCH 9, 2016</b>	NO: 160150APMAT

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)

**PURPOSE OF CLASS:** This class is accountable for supervising the actual serving phase of a food service operation including the maintenance of sanitation and cleanliness.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES** WHO BY **MARCH 9, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Four years of experience in the preparation or serving of food on a large scale to include at least four hundred meals per day.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a supervisory capacity. NOTE: For State employees, the Special Experience will be interpreted at or above the level of Food Service Supervisor.

**PHYSICAL REQUIREMENTS:** 1) 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. 2) Incumbents must be free from communicable diseases. 3) A physical examination may be required.

**WORKING CONDITIONS:** Incumbents may be exposed to some risk of injury from equipment used in the kitchen and from patients/clients.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of food service operations including health and safety requirements; knowledge of food preparation and theory; knowledge of food cooking and dietary terminology; some knowledge of kitchen equipment; considerable interpersonal skills; oral and written communication skills; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u><b>PART</b></u>	<u><b>WEIGHT</b></u>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **MARCH 9, 2016**. Mail your application 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 and 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.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by APRIL 20, 2016. A separate application form 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 Mental Health & Addiction Services.

*\*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).*

**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.