



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



**JOB OPPORTUNITY
HEAD COOK
ELLA T. GRASSO TECHNICAL HIGH SCHOOL**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: 189 Fort Hill Road, Groton, CT 06340
Hours: Monday – Friday, 6:00 a.m. – 2:00 p.m.
Salary: \$23.38 Per Hour
Closing Date: July 27, 2015
Posting #: 59173

EXAMPLE OF DUTIES:

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.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply cooking principles and techniques on a quantity basis; considerable knowledge of institutional cooking methods; knowledge of health and safety requirements in food service; interpersonal skills; oral and written communication skills; ability to prepare menus and keep records; some supervisory ability.

GENERAL EXPERIENCE:

Three (3) years of experience in the preparation and cooking of food.

SPECIAL REQUIREMENT:

One (1) year of the General Experience must have been in the preparation of food on a quantity basis. **Note:** For State employees, the Special Experience will be interpreted at or above the level of Cook.

PREFERRED EXPERIENCE:

Food service experience in a school environment or in a setting with an adolescent population. The preferred candidate has also obtained certification in safe preparation and service of food or other appropriate documentation attesting to the applicant's knowledge of health and safety requirements in food service.

PHYSICAL REQUIREMENT:

Employees appointed to positions 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 utensils used in the kitchen.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview.

1. Cover letter.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

Note: Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Ella Grasso Technical High School
189 Fort Hill Road
Groton, CT 06340
ATTN: Wendy Monk, Business Manager
TEL: (860) 448-0220**

Please Note: Applications will be accepted via U.S. mail or hand delivery only

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts **02109-3921**
617-289-0111
Fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER