



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



**NORWICH TECHNICAL HIGH SCHOOL
JOB OPPORTUNITY
SUBSTITUTE MAINTAINER**

*****REANNOUNCED WITH NEW CLOSING DATE*****

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: The Public
Location: 7 Mahon Drive, Norwich, CT
Hours: Hours are as needed
Salary: \$16.03 per hour
Closing Date: November 2, 2015
Job Posting #: 60809

GENERAL KNOWLEDGE:

Some oral and written communication skills; some interpersonal skills, including the ability to work with students; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports.

EXAMPLE OF DUTIES:

Responsible for assisting in preparation, handling, serving, and distribution of food; cleaning food service areas including preparation, storage and delivery area; may operate cash register, prepares simple foods such as beverages, salads, toast, etc.; replenish condiments; sets counters with utensils; operates dish room equipment; may operate kitchen equipment; stocks shelves with supplies; may oversee the work of students assigned to assist in Maintainer duties; may perform preventative maintenance tasks including cleaning grease traps; may clean strainers and boilers; may perform custodial functions including washing floors as required; performs related duties as required.

GENERAL EXPERIENCE:

Any experience and training which will provide the knowledge, skills, and abilities listed above.

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:

Incumbent must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

Note:

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. The incumbent in this position works only when school is in session.

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 (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

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

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

**Norwich Technical High School
7 Mahon Drive
Norwich, CT 06360
Tel. # (860) 889-8453
ATT: Sabine Robillard, Business Manager**

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 Connecticut State 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 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER