

JOB POSTING – OPEN TO STATE EMPLOYEES ONLY

**CONNECTICUT VALLEY HOSPITAL
FOOD SERVICE SUPERVISOR - POSITION NUMBER CV101581**

****THIS IS A HAZARDOUS DUTY POSITION****

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: CONNECTICUT VALLEY HOSPITAL

Program/Unit: ADMINISTRATIVE & SUPPORT SERVICES DIVISION ~ DIETARY ~ WHITING FORENSIC

Shift/Schedule/Hours: Thursday, Friday, Sunday ~ 5:00 a.m. to 6:00 p.m. or Wednesday through Sunday ~ 10:00 a.m. to 6:00 p.m. / 37.50 hours

Salary: \$36,542

Posting Date: April 24, 2012

Closing Date: April 30, 2012

Duties may include but not limited to: Coordinates food service area workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains food service area 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; prepares reports and correspondence; keeps records; sets tables; prepares coffee, salads and dressings; serves meals; cleans dining room, furniture and equipment; counts and sorts table linen; washes dishes and silverware; monitors temperature of food; maintains adequate supplies and food in stock; requisitions food and supplies; may make recommendations on policies or standards; performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

General Experience: Two (2) years' experience in the preparation or serving of food on a large scale.

Physical Requirement: Incumbents in this class must possess adequate physical strength, stamina, physical agility and visual and auditory acuity and retain 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 weights; may be exposed to some risk of injury from kitchen equipment and from patients/clients.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: QCW Electrical applying to a QCW Electrical 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 promotional/demotional candidates** must submit the State of Connecticut Application (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 applicants** must complete a State Employment Application for Employment (CT-HR-12) with the position number listed at the bottom of the first page of the application. 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:

**Deb Robinson, Human Resource Associate, (860) 262-5819
Connecticut Valley Hospital**

P. O. Box 351

Middletown, CT 06457

Fax : (860) 262-5055

Email: Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2