

CT VALLEY HOSPITAL  
JOB OPPORTUNITY  
**FOOD SERVICE SUPERVISOR**  
ADMINISTRATIVE & SUPPORT SERVICES DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees  
**Location:** Merritt Hall  
**Job Posting No:** CV25093  
**Hours:** 1st shift: Thursday, Friday and Saturday, 5:00 a.m. to 6:00 p.m. (37.5 hours per week)  
**Salary Range:** \$38,769.00 - \$50,753.00 Annually  
**Closing Date:** November 13, 2014

The Food Service Supervisor duties include, but are not limited to: Coordinates food service area workflow and determine 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. The CVH Dietary unit provides for the food service needs of CVH and River Valley Service. The unit produces approximately 2400 meals daily, of which 40% require special dietary preparation to meet patients' medical needs; performs related duties as required.

**Eligibility Requirement:** Knowledge of food preparation and serving in a commercial or institutional setting; interpersonal skills; oral and written communication skills; ability to follow written and oral instructions; ability to utilize computer software, some supervisory ability.

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

**Physical Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must 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:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**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, promotional/demotional candidates** 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).
2. **All other applicants** 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.

**EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV)**  
**FAX: (860) 262-5055**

**Connecticut Valley Hospital**  
**Office of Human Resources ~ ATTN: Recruitment**  
**P.O. Box 351 ~ Middletown, CT 06457**

**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, and persons with disabilities. NP-2