

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Re-Posting: Correctional Food Services Supervisor 3**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** DOC Employees Only

**Location:** Multiple locations in Enfield/Somers/Suffield region

**Hours:** 36.25 Hours per Week, 1<sup>st</sup> Shift, Monday – Friday

**Salary:** \$57,018 - \$74,337 (Annually)

**Closing Date:** Tuesday, September 10, 2013

**Please Note:** This is a re-posting to include additional locations (TBD). Candidates who previously applied for the posting closed on 7/31/13 for the Walker Building in Suffield do **NOT** have to submit another application; they will automatically be included in this process.

**Minimum Qualifications:**

Considerable knowledge of current materials and equipment used in large scale food preparation, cooking and service including cook/chill technology; considerable knowledge of principles, methods and practices of food preparation, cooking and service; considerable knowledge of kettle preparation, oven and grill work; considerable knowledge of safety and sanitation problems related to large scale food services operations; considerable knowledge of cook/chill processes; considerable knowledge of policies relating to inmate work forces in correctional facilities; considerable interpersonal skills; oral and written communication skills; considerable ability to keep records and make reports; ability to perform under stress; supervisory ability.

**Eligibility Requirement:**

**Candidates must have applied for and passed the Correctional Food Services Supervisor 3 exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently holding the above title or those who have previously attained permanent status in the class may also apply.**

**General Experience:**

Six (6) years of experience in the preparation and service of complete daily meals in a large-scale (500 meals per day) institutional or commercial setting such as a hospital, residential school, extended care facility, rest home or other similar environment.

**Special Experience:** Two (2) years of the General Experience must have been as a Correctional Food Services Supervisor 2 in a supervisory capacity responsible for overseeing staff and operations in a food service area in a correctional facility.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:** Current Department of Correction employees who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). Please submit your information to:

**Jim Faulkner, HR Specialist  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Fax: (860) 692-7615**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**