

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM # 2204**

**OPEN COMPETITIVE EXAM FOR: Food Service Site Coordinator**

**SALARY: \$15.71 ~ \$20.80 PER HOUR (New hires start at the beginning of the range.)**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained at the Civil Service Office, or by visiting [www.waterburyct.org](http://www.waterburyct.org), **must be on file at the Civil Service Office,** Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Conducts regular on-site visits to school cafeterias; accurately and thoroughly completes documentation for the purposes of auditing and implementing departmental policies, training programs, standards of performance, and recommends Food Service Program improvements;

Inspects, monitors and assures district food service personnel are following established governmental health, safety and sanitary regulations, including proper operation of food service equipment, use and storage of proper chemicals, proper food preparation and service methods in compliance with food service policies and procedures, and applicable federal, state and local standards, guidelines and regulations;

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform training with district food service personnel;

Completes and audits accuracy of daily records required by the Food Service Department and the CT State Department of Education in order to provide accountability and control in the unit;

Audits district school lunch applications, assists Director of Food Service with eligibility requirement forms and oversees reporting and recording systems of district food service personnel;

Conducts inventory, purchases small wares and coordinates district food service operations between schools and nutrition department; observes and investigates cause of plate waste and recommends corrective measures;

Completes district food service personnel probationary and annual performance evaluations, recommends and implements corrective action for non-compliance with policies and procedures, and federal, state and local standards, guidelines and regulations;

Audits departmental staffing requirements for substitute food service personnel and assists in staffing, covers district food service personnel shifts as needed;

Trains, operates and troubleshoots Point-of-Sale (POS) system, acts as liaison to vendor;

Coordinates with school maintenance personnel to resolve sanitary issues;

Performs other related work as required

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to demonstrate good communication skills, effective in both oral and electronic communication;  
Must be able to demonstrate proficiency in Point-of-Sale (POS) systems and Microsoft Office software, including Word, Excel and Outlook;

Ability to plan, organize and effectively train food service personnel;

Ability to independently analyze issues, create action plans and problem solve using data and food service standard guidelines;

Must be knowledgeable in areas of food service operations, sanitation, and standard methods, principals and practices;

Ability to make decisions and exercise good judgment in compliance with policies/procedures and applicable federal, state and local standards, guidelines and regulations;

Must be knowledgeable in governmental health regulations and safety standards, including Connecticut Nutrition Standards for Healthy Food and the United States Department of Agriculture's (USDA) Hazard Analysis Critical Control Points (HACCP) as well as the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP).

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Possession of High School diploma or GED and two (2) years' experience in a supervisory capacity in institutional food preparation and service.

**ADDITIONAL REQUIREMENTS:** Must be in possession of a valid Sanitation Certification approved by the State of Connecticut; and Must be in possession of a valid drivers' license with a good driving history.

**COPIES OF HIGH SCHOOL DIPLOMA OR GED, DEGREE, TRANSCRIPTS OR CERTIFICATION  
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA.. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V

EEOP Utilization Report available upon request

2/01/2019 cll