

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

Open Competitive Exam #2464

OPEN COMPETITIVE EXAMINATION FOR: COOK

SALARY: \$17.75 ~ \$21.58/hr. (NOTE: 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: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS 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.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a Cafeteria Manager and/or designee, the incumbent is responsible for the preparation and service of food in compliance with policies/procedures and applicable federal, state and local standards, guidelines and governing regulations. The incumbent may serve as working supervisor at cafeteria sites in the absence of Cafeteria Manager.

EXAMPLES OF WORK: (Illustrative only)

- Plans, prepares and serves school breakfast/lunch that conforms to Connecticut Nutrition Standards for Healthy Food and the Federal and Drug Administration (FDA)/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);
- Prepares and cooks meats, soups, vegetables, sandwiches and other foods following federal and state guidelines ensuring temperatures are recorded as directed by HACCP;
- Prepares and bakes desserts in compliance with NSLP;
- Prepares established menu and ala carte items in compliance with Connecticut Nutrition Standards for Healthy Food making recommendations to Food Service Director and/or designee on changes for implementation;
- Sets-up and works at steam tables serving food, preparing and placing breakfast/lunch on trays;
- Estimates food preparation amounts and adjusts recipes, for the purpose of meeting established menus and minimizing waste of food;
- Inspects food for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards;
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting established menu requirements;
- Operates Point-of-Sale (POS) system generating daily reports and preparing cash drawer for deposit;
- Prepares daily food production control records;
- Prepares and balances daily bank deposits and arranges courier pick-up;
- Performs industrial cleaning of refrigerators, freezers, storerooms, coolers and industrial dish washing machines maintaining reservoir levels;
- Performs other related work as required to include those of lower classification.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read/write and to follow oral/written instructions; knowledge of all mathematical equations relating to units of measure; Ability to supervise and maintain good relationships with co-workers; knowledge of institutional health standards and hazards, methods of preparing, cooking, handling and storage of food, industrial cleaning and safety practices and procedures; Must be knowledgeable of governmental health regulations and safety standards, including Connecticut Nutrition Standards for Healthy Food and the FDA/USDA's HACCP as well as the NSLP and the 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 AND TRAINING:

Completion of a high school diploma or GED and one year experience as a Cook or Food Service Helper.

ADDITIONAL REQUIREMENT: Must be in possession of a current sanitation certification approved by the State of Connecticut which must be submitted at the time of application.

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

PHYSICAL DEMANDS:

Material Handling (MH) considers how a person handles an object in space. Generally, MH considers weight and the distance the object moved (horizontal or vertical). In this case, the objects handled may include, but not limited to large cans and/or boxes of food stuff.

- ◆ Frequently handles materials weighing up to 40 lbs.
- ◆ Must be able to remain in a stationary position for up to 7 hours

Overhead Reaching	Frequent
Bending/Stooping	Frequent
Squatting	Frequent
Pushing/Pulling	Frequent
Temperature Extremes	Frequent
Stairs	Occasional

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Local 353, AFSCME. 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/D/V

EEOP Utilization Report available upon request

3.15.23 NW