

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM # 1270

PROMOTIONAL EXAMINATION FOR: FOOD SERVICE HELPER

SALARY: \$16.35 ~ \$21.56 /hr. (NOTE: New hires start at the beginning of the range)

This examination is open to permanent classified employees of the City of Waterbury

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:30 p.m. on

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

- ◆ 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.
- ◆ Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations

EXAMPLES OF DUTIES: (Illustrative only)

- ◆ Helps to cart, clean and prepare food, retrieves milk and places in cooler;
- ◆ Prepares, sells and serves students breakfast, lunch and ala carte items;
- ◆ Counts food and serves students as they pass through the cafeteria line, ensuring that quality standards are maintained and safe food handling guidelines are adhered to;
- ◆ Detects and reports improperly prepared food and food that does not meet standards;
- ◆ Retrieves, stocks, cleans and organizes storeroom and cooler supplies and equipment;
- ◆ Reviews stock inventory levels, conducts physical inventories, maintains inventory records and reports status of inventory stock to Food Service Department monthly;
- ◆ Detects and reports defective and/or damaged equipment or products to Food Service Department;
- ◆ Operates and monitors for properly functioning food service equipment;
- ◆ Operates Point-of-Sale (POS) system generating daily reports and preparing cash drawer for deposit;
- ◆ Assists in training Lunch Aides and Food Service Workers in food service operations;
- ◆ Strips carts/trays, sorts, cleans and sanitizes dishes, pots, pans, cooking and serving utensils, operates and unloads dishwasher, inspects washed items for cleanliness and breakage and stores clean items;
- ◆ Collects and disposes of trash in accordance with Executive Order and recycling guidelines;
- ◆ Maintains a safe and sanitary work environment in compliance with all regulatory and sanitation standards;
- ◆ Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read/write and to follow oral/written instructions; must have basic math, computer and cashier skills; ability to maintain, calculate and record inventory levels; strong customer service skills; ability to operate food service equipment; ability to prepare/handle food using safe food handling practices; must be knowledgeable of governmental health regulations and safety standards, including 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).

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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 OR WILL HAVE IT WITHIN 6 MONTHS:

Completion of a high school diploma or GED and one year experience as a Lunch Aide or Food Service Worker.

ADDITIONAL REQUIREMENT:

Must be able to obtain a sanitation certification approved by the State of Connecticut within six (6) months of hire.

**COPIES OF HIGH SCHOOL DIPLOMA, TRANSCRIPTS, GED AND/OR SANITATION 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 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 at www.waterburyct.org

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