

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM # 1297

PROMOTIONAL EXAMINATION FOR: COOK LEAD

SALARY: \$21.71 ~ \$29.37 /hr.

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

November 7, 2025

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)

- 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 (SDA) 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 food 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 specific intervals for the purpose of ensuring availability of items required for meeting established menu requirements;
- Operates Point-of-Sale (OS_ system generating daily reports and preparing cash drawer for deposit;
- Prepares daily food production control records, balances daily bank deposits and arranges courier pickup;
- Perform industrial cleaning of refrigerators, freezers, storerooms, coolers and industrial dish washing machines maintaining reservoir levels;
- Daily updates of HACCP log;
- Daily deliveries and postings of inventory;
- Daily payroll sheets, updates of student rosters, production records;
- Monthly meal and cash reports
- Annual performance reviews, student assessments;

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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 Health Food and the FDA/USDA's HACCP as well as the NSLP and the 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:

Completion of a high school diploma or GED and one-year experience as a Cook or Food Service Helper. *The equivalent of one school years' experience as a lead or supervisor.*

ADDITIONAL REQUIREMENT:

Must be in possession of a current sanitation certification approved by the State of Connecticut. The equivalent of one school years' experience as a lead or supervisor.

**COPIES OF HIGH SCHOOL DIPLOMA, TRANSCRIPTS, GED AND 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.waterburymn.org