

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

**OPEN COMPETITIVE EXAM #2741**

## **OPEN COMPETITIVE EXAMINATION FOR: FOOD SERVICE HELPER**

**SALARY: \$16.94~ \$21.78 / Hour** (NOTE: NEW HIRES START AT THE BEGINNING OF 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 Leave; paid Personal Days.

### **LAST DAY FOR FILING APPLICATIONS**

**APPLICATIONS:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 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.

#### **EXAMPLES OF WORK:** (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;  
Counters 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 REQUIRED EXPERIENCE & TRAINING:**

- 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 OR GED MUST BE SUBMITTED AT TIME OF APPLICATION, IF APPLICABLE**

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. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available at [www.waterburyct.org](http://www.waterburyct.org)

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## WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					Depth Perception	X						
Standing				X	Color Distinction	X						
Walking				X	Peripheral Vision	X						
Sitting		X			Driving	X						
Lifting			X		<b>Physical Strength:</b>							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)			X				
Pulling			X		Medium Work (20-50 lbs.)			X				
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping			X		<b>Environmental Conditions</b>							
Kneeling		X			Cold (50 degrees F or less)	X						
Crouching			X		Heat (90 degrees F or more)	X						
Crawling	X				Temperature Changes		X					
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration	X						
Twisting		X			Exposure to Chemicals	X						
Feeling		X			Exposure to Gases and Fumes	X						
Talking			X		Exposure to Unpleasant Odors	X						
Hearing					Exposure to bodily fluids	X						
Repetitive Motion			X		Exposure to dampness	X						
Hand/Eye/Foot Coordination					Confinement to Small or Restricting Area	X						
Visual Acuity/Near					Mechanical Hazards	X						
Visual Acuity/Far					Physical danger or abuse	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: September 28, 2022