

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1076

**PROMOTIONAL EXAMINATION FOR: Food Service Site Coordinator**  
**SALARY: \$14.66 ~ \$19.41 PER HOUR**

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

**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 4:50 p.m. on

**SEPTEMBER 23, 2011**

**IMPORTANT:**

1. Residents - 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.

**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;

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES, Continued from page 1:**

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 OR WILL HAVE IT WITHIN 6 MONTHS:**

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

*(Please submit a copy of HS/GED Diploma or transcripts at time of application)*

Must be in possession of a valid Sanitation Certification approved by the State of Connecticut; and

*(Please submit a copy at time of application)*

Must be in possession of a valid Motor Vehicle License with a good driving record

*(See statement below)*

**In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals shall be required to serve a working test period which will be, in effect, the final phase of examination. Seniority credit for this position will be in accordance with the amendment to the Civil Service Rules and Regulations. Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

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