

East Missouri Action Agency, Inc.
403 Parkway Drive, PO Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 11/16/2017 DEPARTMENT: Head Start

POSITION TITLE: Cook Aide PROGRAM: Head Start

POSITION Assist cook to ensure that USDA guidelines and Head Start nutrition guidelines are met.
SUMMARY: Responsible for assisting other staff in maintaining a clean, safe and healthy center environment for the children.

ADVERTISE TO: Public Agency Both STATUS: Exempt Non-Exempt
Banked

LOCATION: Cape Head Start Center, Cape Girardeau Mo. 63702

GRADE LEVEL / STEP: Grade II /Step 2 AMOUNT: \$8.21

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Thursday 32 hours per week

QUALIFICATIONS: Minimum age 18. Must have training and/or experience in food preparation and nutrition; experience in early childhood education preferred. Must be able to stand, walk and stoop for extended periods of time. Must be able to lift 35 pounds. Must be able to work around loud noise. Must receive and pass an annual physical and TB test and have had the Hepatitis A shot. Must maintain good attendance.

TARGET DATE FOR EMPLOYMENT: 12/6/2017

APPLICATION PERIOD DEADLINE: 12/1/2017

BENEFITS: Available upon completion of successful 90 day trial period.

SUPERVISOR'S NAME: _____

PERSON MAKING REQUEST: Leah Hutchings

Kerri Kellian 11/16/17 Approved Disapproved
Program Director's Signature Date

Keri McCreary 11/16/17 Approved Disapproved
Executive Director's Signature Date

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
PO Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.

EMAA Media Checklist for Job Requests

10/19/2017

Check One:

Media Release

Job Announcement

x

Head Start

Degreed Teacher

Cape Girardeau Head Start Center

11/3/2017

Leah Hutchings

Approved: _____ Disapproved _____

Keri McCrorey, CCAP, Executive Director

Directions: Check off each place that should receive the press release or job announcement

BOLLINGER COUNTY

- Banner Press (Wednesday Publication)
- KMHM FM 104.1 Radio

CAPE GIRARDEAU COUNTY

- Cape County Divison Workforce Development
- Cash-Book Journal -Wednesday Publication
- Southeast Missourian Newspaper
- CD Country 106.1 KWKZ
- KAPE, LGMO, KREZ, KYRX KCRU (NPR)
- River Radio: K103, KZIM, KEZS, KCGQ Q99FM
- KUGT 1170AM Christian Radio
- KBSI TV FOX 23
- KFVS TV 12

CRAWFORD COUNTY

- Steelville Star/Crawford Mirror

DENT COUNTY

- Salem News

JEFFERSON COUNTY

- The Leader Paper

IRON COUNTY

- Quad County Start
- The Mountain Echo

MADISON COUNTY

- Democrat News
- KYLS Radio Station

PERRY COUNTY

- KBDZ KSGM, The Sun Times Newspaper
- Perryville Newspapers, Inc (Publish Tues and Thurs

SCOTT COUNTY

- Scott County Signal
- Standard Democrat

STE. GENEVIEVE COUTNY

- Ste. Gen Herald (Weekly/ Tues deadline)
- KBDZ/KSGM, The Sun Times Newspaper
- Ste. Gen Public TV

STODDARD COUNTY

- Advance North Stoddard Countian

WASHINGTON COUNTY

- Independent Journal (Wenesdays)
- KYRO Radio Station

ST.FRANCOIS COUNTY

- Career Center/Mers-Goodwill
- Daily Journal
- Farmington Press Leader
- JOB BANK: KREI, KTJJ
- KYLS, LYLA, Froggy 96

OUT OF OUR IMMEDIATE AREA

DUNKLIN COUNTY

- Daily Dunklin Democrat

JEFFERSON CITY AREA

- News Tribune Company

PEMISCOT COUNTY (Caruthersville)

- Democrat Argus

WAYNE COUNTY

- Wayne County Journal Banner