

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: 06/29/2021 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 Banked  Both STATUS:  Exempt  Non-Exempt

LOCATION: Cape Girardeau

GRADE LEVEL / STEP: II AMOUNT: \$ 10.30

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: 08/05/2021

APPLICATION PERIOD DEADLINE: 07/14/2021

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

SUPERVISOR'S NAME: Karen Yoffie

PERSON MAKING REQUEST: Renee Killian

Renee Killian 6-29-2021  
Program Director's Signature Date  Approved  Disapproved

Keri McCrory 6/30/2021  
Executive Director's Signature Date  Approved  Disapproved

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.