

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: 12/29/2020 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 Girardeau Head Start

GRADE LEVEL / STEP: Grade II AMOUNT: _____

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday-Thursday (some Fri.when needed) 32 hours 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: 1/11/2021

APPLICATION PERIOD DEADLINE: 1/8/2021

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

SUPERVISOR'S NAME: Karen Yoffie

PERSON MAKING REQUEST: Cecila Crawford

[Signature] 12/29/2020 Approved Disapproved
Program Director's Signature Date

[Signature] 12/29/2020 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.