

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

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 1/10/2022 DEPARTMENT: Head Start

POSITION TITLE: Cook Assistant PROGRAM: Head Start

POSITION SUMMARY:

Assist cook to ensure that USDA guidelines and Head Start nutrition guidelines are met. 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: Ste Genevieve Head Start

GRADE LEVEL / STEP: II AMOUNT: \$12.00

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday-Thursday

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: 1/25/2022

APPLICATION PERIOD DEADLINE: Until filled

BENEFITS: Available upon completion of 60 day trail period

SUPERVISOR'S NAME: Judy Smith

PERSON MAKING REQUEST: Marilyn Gibson

[Signature] 1-11-2022 Approved Disapproved
Program Director's Signature Date

[Signature] 1/11/2022 Approved Disapproved
Executive Director's Signature Date

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

Interviews will be held with leading candidates by appointment.