

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

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 3/2/23 DEPARTMENT: Head Start

POSITION TITLE: Cook PROGRAM: Head Start

POSITION SUMMARY: Ensuring that guidelines and Head Start nutrition guidelines are met. Responsible for maintaining a clean, safe and healthy center environment for the children.

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

LOCATION: Bollinger County

GRADE LEVEL / STEP: Grade III AMOUNT: \$12.56

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: _____

QUALIFICATIONS: Minimum age 18. Must have training and experience in food preparation and nutrition sufficient to demonstrate capability to operate kitchen and manage food serving operations for a center the size to which assigned. Must be able to stand, walk and stoop for extended periods of time. Must be able to lift up to 35 pounds easily. Must be able to work around loud noise. Must receive and pass an annual physical, TB and have had the Hepatitis A shot. Must maintain good attendance.

TARGET DATE FOR EMPLOYMENT: 3/23/23

APPLICATION PERIOD DEADLINE: 3/16/23

BENEFITS: Available upon completion of successful 90 day trial period. Medical after 60 days.

SUPERVISOR'S NAME: Barb Bilek

PERSON MAKING REQUEST: Cecila Crawford

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|---|------------------------------|---|---|
| <u><i>Wendy Haramore</i></u> Program Director's Signature | <u>for RR 3/2/23</u> Date | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <u><i>Dei McCroskey</i></u> Executive Director's Signature | <u>3/2/2023</u> Date | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

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

Interviews will be held with leading candidates by appointment.

EMAA Media Checklist for Job Requests

Date: 3-2-23 Program: Head Start
 Check One: Position: Cook
 Media Release Location: Bollinger Co
 Job Announcement Closing Date: 3/16/23
 Approved: Disapproved
Keri McCrorey
 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 COUTNRY

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

INDEED
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