

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: 12/29/20 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
Ranked

LOCATION: Cape Girardeau

GRADE LEVEL / STEP: Grade III AMOUNT: _____

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Friday; 40 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: 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

Kerri Killian 12/29/2020
Program Director's Signature Date Approved Disapproved

Keri McCrory 12/29/2020
Executive Director's Signature Date Approved 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.