

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: 6/13/2022 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
 Banked

LOCATION: Union County

GRADE LEVEL / STEP: Grade III AMOUNT: \$12.25

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Friday; 38 hours per week

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: 8/8/2022

APPLICATION PERIOD DEADLINE: 6/27/2022

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

SUPERVISOR'S NAME: Althea Brakefield

PERSON MAKING REQUEST: Heather Kozicky

[Signature] 6-8-2022 Approved Disapproved
Program Director's Signature Date

[Signature] 6/10/2022 Approved Disapproved
Executive Director's Signature Date

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.