REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 3/20/23

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: X Public

Agency

Both

STATUS: Exempt

x Non-Exempt

LOCATION: Washington County

GRADE LEVEL / STEP: Grade III

AMOUNT: 12.56

CLASSIFICATION: Full-time

x Part-year

Temporarily

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: 3/27/2023

APPLICATION PERIOD DEADLINE: 3/23/2023

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

SUPERVISOR'S NAME: Kayleigh Davis

PERSON MAKING REQUEST: Jan Cooley

Program Director’s Signature

Date 3/20/2023

Approved

Disapproved

Executive Director’s Signature

Date 3/20/2023

Approve

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 is an equal opportunity/affirmative action employer.