REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 8/15/23  
DEPARTMENT:  
Head Start

POSITION TITLE: Cook  
PROGRAM:  
Head Start

REOUEST FOR NOTICE OF JOB ANNOUNCEMENT

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.

ADVERTISEMENT TO: ___ Public  
Agency  
Both  
/status:  
Exempt  
Non-Exempt

LOCATION:  Farmington

GRADE LEVEL / STEP:  
AMOUNT:  
$13.26

CLASSIFICATION:  
Full-time  
Part-year

DAYS AND HOURS:  
Monday - Friday; 35 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: 09/04/2023

APPLICATION PERIOD DEADLINE: 08/21/2023

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

SUPERVISOR'S NAME:  
Amy Cook

PERSON MAKING REQUEST:  
Courtney Laramore

Program Director's Signature  
Date  
8-15-23  
Approved  
Disapproved

Executive Director's Signature  
Date  
8/15/20  
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.