Opening Date: December 21, 2010 **Closing Date:** January 5, 2011

JOB OPPORTUNITY

MISSOURI STATE HIGHWAY PATROL
TRAINING DIVISION

TITLE: Cook I, II, or III **LOCATION:** Training Division - Jefferson City, Missouri

FACILITATOR: Amanda Renn (573) 526-6334 amanda.renn@mshp.dps.mo.gov

DESCRIPTION: The Cook I, II, or III position is assigned to the Training Division. The official domicile for this position is Jefferson City, Missouri. Working hours for the position are Monday through Thursday, from 10:00 a.m. to 7:00 p.m. and Friday, from 4:00 a.m. to 1:00 p.m. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is general to skilled cooking and food preparation work in a cafeteria environment. An employee in this position assists a higher-ranking cook in the preparation of one or several parts of a major meal. Duties also include routine preparation of vegetables and other foods for cooking, dishing or serving of food, and cleaning of kitchen equipment and utensils. As a Cook III, duties may also include training lower level cooks and helpers, serving as a lead worker, and proving technical guidance in the supervisor's absence. (*For a more detailed job description go to: http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html.)*

QUALIFICATIONS: (Coursework or training in cooking or food preparation may be substituted on a month for month basis for the required experience.) **Cook I:** Completion of the tenth grade **AND** possess at least six months of cooking experience; **OR** possess at least one year as a Food Service Helper or similar experience involving food preparation. **Cook II:** Completion of the tenth grade **AND** possess at least one-year experience as a Cook I; **OR** two years of commercial or institutional cooking experience. **Cook III:** Completion of the tenth grade **AND** one year experience as a Cook II; **OR** three years of commercial or institutional cooking experience of which one year must have been in a supervisory capacity

SALARY RANGE (Semi-monthly) **Cook I/II:** $863.50 - $1,091.50 **Cook III:** $945.00 - $1,230.00

APPLICATION PROCEDURE: Individuals interested in the Cook position **must complete and submit** the Patrol's on-line application on or before the deadline of January 5, 2011. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete our **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 18, 2011. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol*****
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