

Opening Date: October 27, 2014

Closing Date: November 7, 2014



**TITLE:**                   **COOK SUPERVISOR**

**FACILITATOR:**       Madison Vance  
(573) 526-6334  
[madison.vance@mshp.dps.mo.gov](mailto:madison.vance@mshp.dps.mo.gov)

**DESCRIPTION:** This Cook Supervisor position is assigned to the Missouri State Highway Patrol's Training Division. Working hours for this 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. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** An employee in this position is responsible for the preparation and cooking of food as a shift supervisor in the Academy kitchen. Work includes the supervision of a small number of lower level cooks and helpers in salad preparation, cooking, baking, etc. General supervision is received from the Food Service Manager; however, the employee is expected to exercise independent judgment in the performance of assigned tasks.

For a more detailed job description go to:  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** Completion of the tenth grade. Two years experience as a Cook III OR five years of commercial or institutional cooking experience of which one year must have been in a supervisory capacity. Preference may be given to applicants with culinary experience.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,123.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's on-line application prior to the application deadline of November 7, 2014. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of November 17, 2013.

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.

**Opening Date:** October 27, 2014

**Closing Date:** November 7, 2014

**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.

**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, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**\*\*\*Missouri State Highway Patrol\*\*\*  
General Headquarters  
1510 E. Elm Street, P.O. Box 568  
Jefferson City, MO 65102-0568  
Phone/TDD (573) 751-3313  
Fax (573) 751-9924**