

Opening Date: August 27, 2010

Closing Date: September 10, 2010

**JOB OPPORTUNITY**  
**MISSOURI STATE HIGHWAY PATROL**  
**TRAINING DIVISION**

**TITLE:** Food Service Helper I or II

**LOCATION:** Training Division - Jefferson City, Missouri

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

**DESCRIPTION:** The Food Service Helper 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 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:** An individual in this position performs a variety of housekeeping tasks at the Academy kitchen and dining room. Work includes washing and polishing kitchen utensils, dishes, and equipment; sweeping, mopping, and buffing floors in assigned work area. Duties also include receiving, unpacking, and/or storing kitchen supplies and foodstuffs. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion. *(For a more detailed job description go to:*  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>*.)*

**QUALIFICATIONS:** **Food Service Helper I:** Completion of the tenth grade.  
**Food Service Helper II:** Completion of the tenth grade and possess at least one year as a Food Service Helper I or comparable experience.  
\*Must be at least eighteen years old at the time of appointment.

**SALARY RANGE:** (Semi-monthly) The minimum starting salary is \$815.00; however salary will be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov), or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

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 September 20, 2010. 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.

**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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