

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
TRAINING DIVISION

TITLE: Temporary Food Service Helper

LOCATION: Training Division
Jefferson City, Missouri

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

DESCRIPTION: The Temporary Food Service Helper position is assigned to the Missouri State Highway Patrol's Training Division. The official domicile is Jefferson City, Missouri. This position is approved for 1,000 hours of work in a twelve-month period and is assigned to work from 10:00 a.m. to 7:00 p.m., Monday through Thursday, and from 4:00 a.m. to 1:00 p.m. on Fridays. These hours are at the discretion of the Food Service Manager. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee 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. Performs other related duties as assigned.

QUALIFICATIONS: Completion of the tenth grade and must be at least eighteen years old at the time of appointment.

SALARY RANGE: \$9.03/hour

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, or by contacting the facilitator listed above.

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

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*****
Human Resources Division
1510 East Elm Street
Jefferson City, Missouri 65101
Phone/TDD: (573) 751-3313
Fax: (573) 751-9924