

Opening Date: February 24, 2012

Closing Date: Open Until Filled

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
TRAINING DIVISION

TITLE: Temporary Food Service Helper

LOCATION: Jefferson City, Missouri

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

DESCRIPTION: This Temporary Food Service Helper position is assigned to the Missouri State Highway Patrol's Training Division. The official domicile for this position is Jefferson City, Missouri. This position is approved for 1,000 hours of work. An employee in this position will work approximately 40 hours per week for a six-month period. This position 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 Friday. 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: This is a temporary position. The individual 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: Completion of the tenth grade.

SALARY RANGE: \$9.03/hour

APPLICATION PROCEDURE: Individuals interested in the Temporary Food Service Helper position **must complete and submit** the Patrol's on-line application. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

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 and favorable background investigation.

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*****
Human Resources Division
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