

POSTING DATE: January 5, 2018

EXTENDED CLOSING DATE: February 2, 2018



TRAINING DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 664

TITLE: COOK I, II, or III

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DESCRIPTION: A Cook I, II, or III position exists within the Missouri State Highway Patrol's Training Division. 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: This position is routine cooking and preparation of food in a cafeteria environment. An employee in this position is also responsible for related duties involved in serving food and cleaning. Work is performed under close supervision.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Cook I:** Completion of the tenth grade. 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. 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. 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.

Coursework or training in cooking or food preparation may be substituted on a month for month basis for the required experience.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$929.00; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of February 12, 2018. 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.

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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*****

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