

POSTING DATE: October 11, 2018

EXTENDED CLOSING DATE: November 29, 2018



TRAINING DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 870

TITLE: COOK SUPERVISOR

FACILITATOR: Kristy Johnson
(573) 526-6336
kristy.johnson@mshp.dps.mo.gov

DESCRIPTION: A Cook Supervisor position now exists within the Missouri State Highway Patrol's Training Division. Working hours for this position are Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00 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 other kitchen staff 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: Graduation from a high school or possess a GED and 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 \$1,194.50; 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 December 10, 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.

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.

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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*****

General Headquarters
1510 East Elm Street
Jefferson City, MO 65101
Phone/TDD (573) 751-3313
Fax (751) 751-9924