Posting Date: March 11, 2013 **Closing Date:** March 22, 2013

TRAINING DIVISION
MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: **COOK I, II, OR III**

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

DESCRIPTION: This Cook I, II, or III position is assigned to the Missouri State Highway Patrol's Training Division. Working hours for this position are Monday through Thursday from 10:00 a.m. to 7:00 p.m. and Friday from 4:00 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: This position is routine cooking and preparation of food in a cafeteria environment. An employee in this position is responsible for performing routine duties involved in preparing and serving food and performing related cleaning duties. For a more detailed job description go to: http://10.101.152.85/HP26Intra/HiringSelection/HRD/JobDescriptions/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:** Possess at least one-year experience as a Cook I OR two years of commercial or institutional cooking experience. **Cook III:** 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 $881.00; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in this Cook position must submit the Patrol's on-line application prior to the application deadline. 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). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the job description 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 April 1, 2013. 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.

Posting Date: March 11, 2013 **Closing Date:** March 22, 2013

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, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol*****
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924