Posting Date: April 10, 2013 **Closing Date:** April 23, 2013

TRAINING DIVISION
MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: **FOOD SERVICE HELPER I OR II**

FACILITATOR: Liz Stokes
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DESCRIPTION: This Food Service Helper 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: An individual 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.

For a more detailed job description go to:
http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html.

QUALIFICATIONS: **Food Service Helper I:** Completion of the tenth grade. **Food Service Helper II:** Completion of the tenth grade and possess at least one year as a Food Service Helper I or comparable experience.

SALARY RANGE: (Semi-monthly) The minimum starting salary is $831.50; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in this Food Service Helper 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 Food Service Helper 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 29, 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.

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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.

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