

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **COOK II** (school-term position)

Job Order Number: 4084

City: Fulton, MO

Section/Office: MO School for the Deaf

Salary: \$18,648 annually (based on working 209 school days)

Deadline: Open Until Filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position, may be accepted in lieu of the below.)

Graduation from a standard high school or equivalent education.

Large-scale cooking experience desired.

Must be able to lift up to 100 lbs

Working knowledge of food values and nutrition, and food and physical plant sanitation.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below with or without reasonable accommodations.)

Prepares one part of a major meal.

Assists in the preparation of several parts of a meal.

Prepares breakfast on an independent basis.

Serves food to students and school employees by dishing food or preparing portions as needed.

Secures proper supplies for the kitchen and records quantities used on forms provided.

Maintains sanitary conditions of kitchen and surrounding area.

Prepares food items for all student activities and special occasions held at the school.
Performs related duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

<https://mocareers.mo.gov/hiretrue/mo/education/index.html>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A SCHOOL TERM POSITION)

ANNUAL LEAVE: Accrue approximately 10 hours per school months for new full-time employees; longer term State employees can earn more.

SICK LEAVE: Accrue approximately 10 hours per school months. Prorated leave for part-time employees in eligible positions.

PARENTAL LEAVE: Six weeks paid leave for the birth or adoption of a child in accordance to the Department's Parental Leave Policy.

HOLIDAYS: 11 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: MetLife insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

SELECTIVE SERVICE REGISTRATION REQUIREMENT

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

STATE TAX REQUIREMENT

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year. Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated. (Authority: Section 105.262, RSMo.)

NOTICE OF NON-DISCRIMINATION

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619 or TTY 800-735-2966.

NOTICE TO APPLICANTS

The Missouri Department of Elementary and Secondary Education is unable to sponsor applicants in their application for work visas through INS. If you have questions, please contact Human Resources.