

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
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**VACANCY NOTICE**

Vacancy Title: Cook II  
Job Order Number: 12389236  
Domicile Location: St. Louis  
Section/Office: Division of Special Education/Missouri School for the Blind  
Annual Salary: \$16,992.00 (School-term position)  
Deadline: Open until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

- Possession of a high school diploma or G.E.D. certificate.
- Completion of a Food Service Sanitation course and possession of the ServSafe Food Sanitation certificate.
- 2 years of commercial or institutional cooking experience.

*(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 above.)*

**EXAMPLES OF WORK PERFORMED**

The successful individual performs skilled cooking for an institutional kitchen on a shift. Work normally involves working with a number of employees engaged in cooking and related kitchen activities. Work is performed independently under the general supervision of the Food Service Manager. The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.

- Supervises, instructs, and works with employees in the preparation of meals.
- Maintains sanitary conditions in the kitchen and in the dining room by instructing/supervising and working with employees on the cleaning of stoves, cookers, kettles, pots and pans, refrigerators, food grinders and mixers, work stations, tables and chairs, and dining room areas.
- Order supplies and menu items as needed.
- Ensure the quality and quantity of food preparation, cooking, and serving.

- Fill food requisitions that have been approved by the Food Service Manager.
- Assist with special activities for students and staff that require food service.
- Close kitchen and lock areas at the end of shift.
- Ensure that records are kept and meals served are documented in compliance with the Federal Lunch Program and school guidelines.
- Must be able to lift and move up to 50 lbs.
- Able to work long hours while standing and under conditions of high temperature.
- Working knowledge of materials, cooking methods, and equipment used in preparing food on a large scale.
- Perform other duties as assigned.

### **APPLICATION PROCEDURE**

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html>

**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 FULL-TIME POSITION)**

**ANNUAL LEAVE:** Accrue 10 hours per month for new full-time employees; longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**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:** Delta Dental 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](mailto: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.

### **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).