

## **VACANCY NOTICE**

Vacancy Title: Substitute Cook I  
Job Order Number: 12286332  
Domicile Location: St. Louis  
Section/Office: Missouri School for the Blind/Division of Special Education  
Salary: \$9.55 per hour  
Deadline: Open until filled

### **QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

1. Possession of a High School Diploma or G.E.D. certificate.
2. Working knowledge of materials, cooking methods, and equipment used in preparing food on a large scale.
3. One year food preparation 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 incumbent must have the ability to perform the essential functions below either with or without reasonable accommodations.*

- Assists in all or part of meal preparation and service.
- Cleans work areas, equipment, utensils, pots and pans.
- Sets and clears tables in dining areas.
- Sweeps, dust mops and mops kitchen and dining areas.
- Works in dish room.
- Lift and move 50 pounds.
- Follow required health standards of local Department of Health.
- Follow policies and guidelines of the State Schools program.
- Ability to correctly follow a given rule or set of rules to arrange things/actions in a certain order.
- Effective management of one's own time.
- Ability to establish and maintain positive relationships with coworkers and students.
- Demonstrate effective safety skills with students, equipment, environment, etc.
- Assumes other duties as assigned.

## **APPLICATION PROCEDURE**

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

## **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).