



SUNBELT HUMAN ADVANCEMENT RESOURCES, INC. (SHARE)

Office of Human Resources

P. O. Box 10204 * Greenville, SC 29603

Phone 864-269-0700 * FAX 864-295-6151

JOB VACANCY NOTICE Number **1126**

Date Issued: August 17, 2011

Job Title: Cook I or II (DOQ*), Head Start

Closing Date: until filled

DEPT: SHARE Head Start **Classification:** Regular, Full Time (40 weeks per year, closed in summer)

Number of Vacancies: 1

LOCATIONS: (1) Seneca Head Start Center in Seneca, SC

*Position is available, and school year starts with in-service training, on September 1, 2011.
Orientation for successful candidates will be held on Monday, August 29, 2011 at SHARE.*

ONLY QUALIFIED CANDIDATES NEED APPLY.

QUALIFICATIONS: Minimum Education and Experience: **Cook I:** High School Diploma or GED required. Additional formal training in food services and/or nutrition desired. At least one year work experience, preferably in food service, desired. Experience preparing and serving food for young children in groups or preschool settings preferred. Experience working with prepared menus and record-keeping in a USDA food service program highly desirable. **Cook II:** College-level training in food services, plus at least five years experience in food services, preferably in a USDA food service program, and formal training in Nutrition. **Other Requirements: Cook I or Cook II:** Valid SC driver's license with acceptable driving record required; Commercial Driver's License (CDL) preferred. Must be able to lift bulk grocery supplies and pans filled with food or water.

Must pass SLED and FBI criminal background check and pre-employment drug screen.

JOB SUMMARY: Prepares and serves food for assigned Center from prepared menus. Keeps accurate records of daily meal count and inventory as required. Reports directly to Center Manager, and indirectly to the Nutrition Specialist. Calculates the quantities of food needed according to menu, recipes, food on hand, and number and age of children to be served. Takes in groceries on designated days. Maintains the cleanliness and safety of all kitchen facilities, as outlined by the Health and Fire Departments. Performs related duties as needed or assigned.

Entry Salary Range: Bi-weekly \$709.42 - \$825.46 (DOQ*)

Salary is paid for the scheduled school year, normally funded for 40 weeks (20 pay periods). Corresponding annual salary range is \$18,445 - \$21,462 for year-round staff scheduled for 52 weeks (26 pay periods). Hourly rates range from \$8.87 - \$10.32. Actual gross for 40 weeks would be \$14,188 – \$16,509. *DOQ = **Depending on Qualifications**

- Job applications must be completed by hand, signed and dated.
- All information including addresses for references must be provided.
- Incomplete applications will not be accepted or acted upon.
- Resumes if submitted must be accompanied by a complete application form.
- Applications are not active until received in the SHARE Office of Human Resources;
by mail: P.O. Box 10204, Greenville, SC, 29603;
or apply in person at SHARE, 1200 Pendleton St., Greenville, SC 29611.
- Applications remain active for three months, and expire at the end of that period.

SHARE reserves the right at any time to fill the position or to extend the application period and/or the effective date without notice and without final consideration of any pending application.

SHARE IS AN EQUAL OPPORTUNITY EMPLOYER