

Matthew Holt
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Garla Mills
Director of Residential Services

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Detention Superintendent

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Director of Clerical Services



STATE OF MISSOURI

Second Judicial Circuit
Juvenile Division
www.juvenilecircuit2.org

Russell E. Steele
Presiding Circuit Judge

Adair County
1400 South Boundary
Kirksville, MO 63501
660-665-4224

Knox County
P.O. Box 116
Edina, MO 63537
660-397-3559

Lewis County
P.O. Box 117
Monticello, MO 63457
573-767-5210

Job Announcement

A010614KIT-24

Position: Food Service Worker I – Part-time

Description: The Second Judicial Circuit, Juvenile Division is seeking applicants to fill the position of Food Service Worker I at the Bruce Normile Juvenile Justice Center located in Kirksville, Missouri. The person in this position will be responsible for preparing and cooking meals within all applicable guidelines and requirements for juveniles residing on the secure detention unit and the residential treatment unit. The employee's duties may also extend to baking and/or planning of menus not requiring the application of professional dietetic principles. This person will also be responsible for helping to maintain sanitary conditions of all food preparation and storage areas. Work is performed under the general supervision of a Food Service Worker II or other supervisor.

Salary/Wages: Probationary pay of \$11,214 annually, \$11,388 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Food Service Worker I and all applicable state benefits will apply.

Qualifications: This position requires one year of commercial, institutional or large scale cooking experience. Coursework or training in cooking or food preparation may be substituted on a month-for-month basis for the required experience.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained and submitted at www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Wednesday, January 15, 2014 at 5:00 PM.

The Second Judicial Circuit Court of Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities.