

Patrick Williams
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Westley Seifert
Director of Residential Services

Misty Goings
Detention Superintendent

Wendy Potter
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 A09132021KIT-440

Position: Food Service Worker II

Description: The Second Judicial Circuit Juvenile Division is seeking applicants to fill the full-time position of Food Service Worker II at the Bruce Normile Juvenile Justice Center located in Kirksville, Missouri. This position is responsible for preparing and cooking meals in an institutional kitchen according to applicable guidelines and requirements from the USDA for juveniles residing in the facility. Knowledge of Nutrikids software. Duties may also extend to baking and/or planning of menus requiring the application of professional dietetic principles, managing the food service budget, and supervising subordinate food service workers. The employee will ensure that safety and security policies and procedures are followed and that sanitary conditions are maintained in all food preparation and storage areas.

Salary/Wages: Probationary pay of \$26,688 annually, \$27,192 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Food Service Worker II and all applicable state benefits will apply.

Qualifications: This position requires two years 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, or one year as a Food Service Worker I.

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 Friday, September 24, 2021 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.