

**Michelle Curry**  
Court Services Administrator

**Jeff Hall**  
Chief Juvenile Officer

**Stephanie Frasier**  
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](http://www.juvenilecircuit2.org)

**Matthew J. Wilson**  
Presiding Circuit Judge

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

**Knox County**  
104 North 4<sup>th</sup> Street  
Edina, MO 63537  
660-397-3559

**Lewis County**  
106 E Lafayette Street  
Monticello, MO 63457  
573-767-5210

## Job Announcement

A01032025KIT-491

**Position:** Food Service Worker I – Part-time – Minimum of 20 hours per week

**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 \$15,600 annually with a \$2.00 per hour shift differential. 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:** Employment applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501 or obtained from:  
<https://mocareers.mo.gov/hiretrue.mo.mocareers/index.mtml>.  
Applications should be accompanied by resume and will be accepted until position is filled.

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