



BIG FIVE COMMUNITY SERVICES, INC.

PUBLIC NOTICE

JOB OPENING

TO: ALL EMPLOYEES AND THE GENERAL PUBLIC
FROM: KEVIN STINSON, HUMAN RESOURCES DIRECTOR
SUBJECT: OPEN JOB-POST IN ALL OFFICES AND CENTERS IN YOUR AREA
DATE: 6/3/2019

PROGRAM: Head Start **POSITION(S):** Cook Aide (12 month)

LOCATION: Holdenville

JOB SUMMARY: Responsible for the overall cleaning of the Head Start Center. Responsible for the cleaning, sanitizing, and maintenance of the center, including buildings, grounds, and equipment. Shares a general responsibility for the safety and well being of the children enrolled in the Head Start Program.

QUALIFICATIONS: Must have attained the age of 18 years and have acquired a high school diploma or GED. Must produce proof annually of negative Tuberculosis Tine Test. Prefer previous experience in working with pre-school children, food service, and commercial cleaning. Responsible for serving meals and overall cleaning of the Head Start Center. Responsible for the cleaning, sanitizing, and maintenance of the center, including buildings, grounds, and equipment. Shares a general responsibility for the safety and well being of the children enrolled in the Head Start Program. OSBI criminal records verification required. Must have reliable transportation, a valid Oklahoma drivers license, proof of automobile liability insurance and a good driving record are required.

CLOSING DATE: Open until filled

SUBMIT APPLICATIONS TO: Big Five 1502 N. 1st Ave, Durant, OK 74701.

**BIG FIVE COMMUNITY SERVICES, INC. IS AN EQUAL OPPORTUNITY
EMPLOYER/AFFIRMATIVE ACTION EMPLOYER**