



## HEAD START COOK/DRIVER

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at [www.seta.net](http://www.seta.net).

We are looking for Cook/Drivers. This is a specialized classification for performing food preparation and delivery for the Head Start Program.

**Position Summary:** Under general direction, to perform food preparation, pick-up and delivery of food to various Head Start sites, and service assignments in the Head Start program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record keeping management.

**Starting Salary:** \$14.18 per hour



### Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts and 457 plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

## Minimum Qualifications:

### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least one (1) year of working experience (paid or volunteer) as a cook or experience working at SETA as a Temporary/On-Call Cook/Driver.



### **SPECIAL REQUIREMENTS:**

Possession of a valid class C Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. ***Additionally, must be over the age of twenty-one (21) for insurance purposes.***

Obtain any legally required food handling certifications.



**HOW TO APPLY:** This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

**POSTING DATE:** Monday, April 8, 2019

**FINAL FILING DATE:** Saturday, May 4, 2019 by 12 p.m.

SETA will not accept applications electronically submitted after the 12 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer.