



## HEAD START COOK (Temporary/On-Call Cook Driving Position) *Continuous Filing*

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 temporary/on-call Head Start Cooks. This is a specialized classification for positions that perform food preparation, delivery, 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 assignment.

**Position Summary:** Under general direction, this position includes food preparation, pick-up and delivery of food to various Head Start sites, assist with menu planning, maintain food preparation and service facilities in a clean and orderly condition, and perform related work as required.

**Salary:** Effective January 1, 2021, \$14 per hour

**Minimum Qualifications:** At least one (1) year of working experience (paid or volunteer) as a cook.



**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.**

**HOW TO APPLY:** A completed SETA application must be submitted using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

**\*Due to COVID-19, this position's recruitment may be virtual; specifically, exams and interviews will utilize electronic mediums such as video conferencing.**



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

**POSTING DATE:** Continuous Filing

Auxiliary aids and services are available upon request to individuals with disabilities. SETA is an Equal Opportunity Employer.