



L.B.J. & C. Head Start

A Limited Purpose Agency Serving
Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton,
Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone: (931) 528-3361 • FAX: (931) 528-2409 • www.lbjc.org

Outside Job Advertisement

July 12, 2024

Penny Meadows, Head Start Director, is advertising to fill a position vacancy.

Position: Cook Aide/Custodian
Location: Algood/Cookeville Head Start
Cookeville, Tennessee
Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement Program,
Paid Holidays, Sick and Annual Leave.
The salary is: \$12.61 per hour, 8 hours per day

Job Qualifications:

Requirements:

1. Minimum proof of high school diploma or equivalent.
2. Willingness to learn Agency Policies & Procedures and follow Head Start requirements.
3. Ability to pass physical examination prior to beginning work and every year thereafter.
4. Possess a valid Driver's License.
5. Furnish own transportation to travel within designated service area.
6. Must complete satisfactory criminal background check prior to hire and as required thereafter.
7. Drug testing as required.
8. Resume submitted with job application.

Preferred:

1. One-year experience in quantity cooking preferred.
2. Experience working with groups from low-income, community service, or non-profit.
3. Bilingual (English/Spanish) preferred.

All applications must be on the Corporation's current employment form. The applicant must also submit three references, which will be checked in accordance with State licensing requirements.

The application must be submitted no later than **July 19, 2024** to the L.B.J. & C. Development Corporation, 1150 Chocolate Drive, Cookeville, Tennessee 38501-2206. Applications received by mail must be postmarked no later than **July 19, 2024**.

For information contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the L.B.J. & C. Central Office, Head Start Center, Indeed.com, or www.lbjc.org.

PM/gs

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children and Families

L.B.J. & C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361