



# 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](http://www.lbjc.org)

## Outside Job Advertisement

November 18, 2020

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

**Position:** Cook Aide/Custodian

**Location:** Smith County Head Start  
Carthage, Tennessee

**Fringe Benefits:** Health, Dental, Vision, and Life Insurance, Retirement Program,  
Paid Holidays, Sick and Annual Leave.

**The salary is:** \$9.46 per hour, 8 hours per day

### **Job Qualifications:**

- ❖ Provide proof of a regular high school diploma or GED.
- ❖ Bilingual (English/Spanish) preferred.
- ❖ One-year experience in quantity cooking and custodial duties preferred.
- ❖ Experience in record keeping.
- ❖ Ability to be a team leader/team player in a large service-oriented government program.
- ❖ Good interpersonal and communication skills are required to work with public agencies, Head Start parents, staff, and the community.
- ❖ Must be 18 years of age and maintain a current valid driver's license.
- ❖ Must be able to lift 40 pounds.
- ❖ Must be able to pass a Pre-Employment Physical Examination, TB Test, Drug Test, and a Criminal History Record Check.
- ❖ Resume required.

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 **November 25, 2020** 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 **November 25, 2020**.

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](http://www.lbjc.org).

PM/gs

## **AN EQUAL OPPORTUNITY AGENCY**

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Funded by the U.S. Department of Health and Human Services, Administration for Children, Youth, 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: Barbara Pendergrass (931) 528-3361