

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

Extended Day

If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:

Diane Midkiff

Phone: 755-0081, ext. 242

FAX: 755-0125

Date of Request: 6-14-17 Action Requested by: Renae Torbenson

POSITION REQUESTED: EHS Food manager/Janitor

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: Centerbased Center Location: NEST/KOOP South Center

Status:

☐ Regular (No. Hrs. Day) ☐ 9 ½ Month Position ☐ Hours Variable
☒ Part Time (No. Hrs. Week 20) ☒ 12 Month Position ☒ Hours Fixed
☐ Temporary (Period to)

Benefits after one year's employment:

☒ SEP Retirement Plan

☒ Vacation

Benefits:

☐ Medical Insurance

☒ Personal Leave

☐ 403B Retirement Plan

Desired Hire Date:

7-20-17

Rate of Pay: \$ 10.00 (Circle) Hour / Pay Period / Month

Grade: 3 Step 7

Special Needs:

OPENING DATE: 6-21-17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 9-19-17
(Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

Renae Torbenson
Coordinator

email approval
Program Director (verbal confirmation)

Diane Midkiff
Fiscal Office

Distribution of completed form:

☐ PHS Receptionist
☐ EHS Receptionist
☐ PHS Secretary
☐ Fiscal Assistant/Fiscal Officer

☐ Parent Involvement Specialist - EHS
☐ Parent Involvement Specialist - PHS
☐ Coordinator/Supervisor Requesting Action
☐ Hiring File for Position