

# **Institute of Community Services, Inc.**

ICS, Inc. has the following positions available:

## **Coleman Head Start Center**

Cook Assistant

Head Cook

Early Head Start Teacher

### **Qualifications:**

**Cook Assistant-** Must have basic communication skills and be able to read, write, and solve arithmetic problems. Must obtain certification in food service management within 6 months of employment.

**Head Cook** - Must have at least two years of quantity food service experience or the educational equivalent. Must be able to read, write, and solve arithmetic problems and must be able to communicate effectively. The head cook must be certified in food service safety, sanitation, or management as required by Mississippi state law.

**EHS Teacher-** An associate degree in Early Childhood or related area, college hours. A CDA in infant/toddler, preschool or a high school diploma. Must be willing to enroll in a pre-school CDA program, acquire a degree or 18 hours in Early Childhood within two years of hire.

**FOR CLASSROOM POSITIONS, NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF TRANSCRIPT.**

### **Salary Ranges:**

**Cook Assistant**

\$14.513 – \$15.840

**Head Cook**

\$15.680 - \$17.361

**EHS Teacher**

\$19.840 - \$27.068

### **Outstanding Benefits:**

**Health Insurance** (agency pays 90%)

**Retirement** (agency pays 6% to 10%)

**Sick Leave**

**Paid Leave**

**Paid Holidays**

Application may be requested beginning Thursday, May 29, 2025, through our ICS Central Office or you can go on the ICS website [www.ics-hs.org](http://www.ics-hs.org); download an application and insert (declaration page) under the Human Resources employment link. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, June 9, 2025.

**ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.**