EMPLOYMENT OPPORTUNITY
FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: **Head Cook**

LOCATION: **Benton Head Start**

HOURS: **40 Hours per week – FULL-TIME:**

APPLICATION DEADLINE: **Open until filled**

DATE POSITION TO BE FILLED: **As Soon As Possible**

SALARY: **$ 13.86 per Hour**

JOB DUTIES:

Plan and coordinate standards /procedures of food storage
Perform meal preparation duties.
Maintain food and food service supply inventory, ordering, receiving and check-in food and /or food supplies.
Maintain accurate records and complete required reports in a timely manner
Clean food service area and equipment.
Other duties as assigned

EDUCATION REQUIREMENTS: High School diploma or GED, or one to three months related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Prefer experience in supervisory institutional cooking. Must have good computer, organizational and communication skills, ability to multi-task and work in fast-paced environment and must obtain ServSafe Certification within the allotted time required.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 10 lbs. and frequently up to 25 lbs.

"EQUAL OPPORTUNITY EMPLOYER"
Central Arkansas Development Council
To download Employment Application go to www.cadc.com or for more information call 501-315-1121