

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Cook Assistant  
**LOCATION:** Benton SAC  
**HOURS:** 30 Hours per Week  
**FULL-TIME:** X **PART-TIME:**  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$ 8.59 per Hour

**JOB DUTIES:**

Plan and coordinate standards /procedures of food storage  
Perform meal preparation duties.  
Order, receive and check-in food and /or food supplies.  
Maintain food and food service supply inventory, clean food service area and equipment.  
Maintains accurate records and complete required reports in a timely manner  
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 cooking for large groups. Must have good organizational skills, ability to multi-task, and work in fast-paced environment.

**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..

**DATE OF NOTICE:** 10/12/17

**Remove after:** 10/22/17

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121