

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Cook Assistant
LOCATION: Gurdon Senior Activity Center
HOURS: 25 Hours per Week
FULL-TIME: **PART-TIME: X**
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: 09/27/17

Remove after: 10/07/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121