

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Head Cook

**LOCATION:** Gurdon SAC

**HOURS:** 25 Hours per week

**FULL-TIME:**

**PART-TIME:** X

**APPLICATION DEADLINE:** Until Filled

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

**SALARY:** \$ 10.10 per hour

**JOB DUTIES:**

Plan and coordinate standards /procedures of food storage

Perform meal preparation duties.

Maintain food and food service supply inventory, order, receive and check-in food and /or food supplies.

Clean food service area and equipment.

Maintains accurate records and complete required reports in a timely manner

Supervise kitchen staff, volunteers and other program workers

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. Supervisory and computer experience a plus. 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** 11/29/17

**Remove after:** 12/09/17

**“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