

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Head Cook

LOCATION: Gurdon Senior Activity Center

HOURS: 30 Hours per week

FULL-TIME: X

PART-TIME:

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 01/03/18

Remove after: 01/13/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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