

**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: Cook Assistant

LOCATION: Benton Head Start

HOURS: 30 Hours per week – FULL-TIME:

APPLICATION DEADLINE: Open until filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 13.50 per Hour

JOB DUTIES:

Assist and/or perform meal preparation duties
Assist Head Cook with placing food and/or food supplies order, receive and check-in as needed
Maintain food and food service supply inventory
Maintain accurate records and complete required reports in a timely manner
Assist with keeping the kitchen, food service area and equipment clean.
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: 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