

**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: Malvern Senior Activity Center

HOURS: 30 Hours per week – FULL-TIME

APPLICATION DEADLINE: Open until filled

DATE POSITION TO BE FILLED: As Soon as Possible

SALARY: \$ 12.50 per Hour

JOB DUTIES:

Assist and/or perform meal preparation duties.
Order, receive and check-in food and /or food supplies.
Assist with keeping the kitchen, food service area and equipment clean.
Transport participants to/from center
Delivering home delivered meals as needed
Maintain 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. Must obtain ServSafe certification.

EXPERIENCE NEEDED: Prefer experience cooking for large groups. Must have a good driving record, 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.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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