**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Cook Assistant**

**LOCATION: Benton Senior Activity Center**

**HOURS: 20 Hours per week**

**FULL-TIME: PART-TIME: X**

**VACANCY NOTICE: 8/11/21**

**APPLICATION DEADLINE: Open until filled**

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

**SALARY: $11.30 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. Must obtain ServSafe certification.**

**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**](http://www.cadc.com/) **or for more information call 501-315-1121**