**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Head Cook**

**LOCATION: Mt Ida Senior Activity Center**

**HOURS: 30 Plus Hours per week**

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

**APPLICATION DEADLINE: Until Filled**

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

**SALARY: $ 11.95 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** **07/12/21**

# “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**