

**EMPLOYMENT OPPORTUNITY
FACT SHEET
Re-Advertising**

POSITION: Head Cook
LOCATION: Glenwood Senior Activity Center
HOURS: 30 to 35 Hours per Week / Hours will Vary
FULL-TIME: X **PART-TIME:**
VACANCY NOTICE: 02/02/21
APPLICATION DEADLINE: Open Until Filled
SALARY: \$ 11.95 per hour

JOB DUTIES:

Directly supervise and evaluate kitchen staff, providing general supervision for others assisting in meal production and cleanup (e.g. work program employees). Carry out supervisory responsibilities in accordance with CADC's policies and applicable laws. Conduct staff meetings as appropriate.

Prepares and supervises meal production at the assigned center, duties include serving appetizing, nutritious meals.

Follow required menus and recipes in compliance with food sanitation regulations and portion guides. Ensure food and supplies are maintained at adequate inventory levels, placing orders with vendors in a timely manner.

Plans, coordinates standards and follows procedures in food preparation ensuring that meals are appetizing and nutritious. Tastes, smells, and observes food being prepared to ensure conformance with recipes and appearance standards, for diverse food procedures by program.

(ie Activity Center congregate / home delivered / frozen and Head Start meal / snacks)

Assign tasks as needed to kitchen staff in preparing food and/or cleaning kitchen.

Check and monitor temperature of food, refrigerators and freezers to ensure compliance is maintained.

Receive and check in food and supplies and oversee food rotation and maintenance of storage room.

Maintain daily food usage records and prepare weekly food service supply report ensure reports are submitted to management in a timely manner.

Report equipment malfunctions or kitchen hazards to supervisor ensuring that safety regulations are followed.

Food safety certification must be obtained within allotted time by supervisor.

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 required. 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.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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