

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Cook Assistant / Driver

**LOCATION:** Glenwood Senior Activity Center

**HOURS:** 15 to 20 Hours per week

**FULL-TIME:**

**PART-TIME: X**

**VACANCY NOTICE:** 02/18/19

**APPLICATION DEADLINE:** Open until filled

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

**SALARY:** \$ 9.50 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](http://www.cadc.com) or for more information call 501-315-1121