

TO: ALL QUALIFIED APPLICANTS

FROM: CRDC HUMAN RESOURCES

RE: JOB OPENING FOR PART TIME COOK

### **Job Summary**

Work under the general supervision of the head cook and NEARCC Director to prepare balanced meals for those living at the Recovery Center. When not busy with food preparation, perform other duties as assigned by the Area Supervisor.

### **Job Description**

1. Being clean and neat attire while on duty
2. Taking all precautions to ensure all food prepared is prepared in the most sanitary method possible, including no smoking when handling food.
3. Cleanliness of kitchen and all appliances therein.
4. Cleanliness of cabinets and contents therein, e.g. pots, pans, etc.
5. Defrosting and cleaning of refrigerators and deep freeze as well.
6. Covering all food that is not in use, including food that is out of refrigeration.
7. Setting the food out for each meal while on duty, making every attempt to ensure it appeals to the eye.
8. Cleaning up mess as it occurs.
9. Utilizing commodity foods to the greatest extent possible.
10. Other duties as may be assigned.

### **Minimum Qualifications**

- Valid Driver's License
- Successful Background Check
- Successful Drug Screening

Applicants may also contact Crowley's Ridge Development Council Human Resources Office located at 2401 Fox Meadow Ln, Jonesboro, AR 72401 (870)-333-5112. The position will remain open until filled.

Crowley's Ridge Development Council is an Equal Opportunity Employer (EOE)