



## **Arkansas Game and Fish Commission Employment Job Posting**

**Part-Time Cook - Food Preparation Supervisor**

**POSITION NO: 22077962**

### **POSTING INFORMATION:**

Advertisement Opens: April 11, 2019

Advertisement Closes: May 29, 2019

Full Time: No

Salary: \$9.25 - \$9.25 Hourly

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

High school education or equivalent; plus six months of experience in institutional cooking or related area.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Human Resources Chief.

Preferred Education and/or Experience:

NONE

Knowledge, Abilities, and Skills:

Knowledge of food preparation and cooking methods. Knowledge of sanitation and safety requirements of a food service facility. Ability to understand and follow recipes and oral instructions. Ability to operate food preparation equipment and utensils. Ability to read, write, and follow instructions.

Preferred Knowledge, Abilities, and Skills:

NONE

### **POSTING DETAILS:**

Position Location:

City: Mayflower, Arkansas

Office: Enforcement Training Center

Division: Enforcement

Job Summary:

The Cook is responsible for preparing food items and maintaining and cleaning the kitchen work area. This position is governed state and federal laws and agency/institution policy.

Typical Functions:

Gathers, weighs, measures, and mixes ingredients according to recipe directions. Prepares special/modified diet meals, as prescribed by physician. Washes and cuts fresh vegetables for cooking or for salad bar use. Loads food carts for delivery to on site units and unloads and cleans food carts after meals. Operates food preparation equipment such as: blender, chopper, mixer, oven, stove, deep fryer, grill, slicer and food grater. Cleans work area and equipment by sweeping and mopping floors, washing cooking utensils, counters, tables and appliances, rinsing dishes, and loading/unloading dishwashing machine. Inspects food preparation and serving areas for safe and sanitary food handling practices. Performs other duties as assigned.

Specific Duties and Responsibilities:

Gathers, weighs, measures, and mixes ingredients according to recipe directions. Prepares special/modified diet meals, as prescribed by physician. Washes and cuts fresh vegetables for cooking or for salad bar use. Loads food carts for delivery to on site units and unloads and cleans food carts after meals. Operates food preparation equipment such as: blender, chopper, mixer, oven, stove, deep fryer, grill, slicer and food grater. Cleans work area and equipment by sweeping and mopping floors, washing cooking utensils, counters, tables and appliances, rinsing dishes, and loading/unloading dishwashing machine. Inspects food preparation and serving areas for safe and sanitary food handling practices. Also consists of housekeeping: cleaning the Training Center's classroom, dorm rooms, restrooms, Administration Building and maintaining laundry such as bed and bath linens after various training, meetings and seminars. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.