



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

COOK I

Hours: 7:00 am – 3:00 pm (Johnston, Lee & Harnett Counties)

This is a 10-month position (Summers off)

Johnston-Lee-Harnett Community Action, Inc. is seeking Full Time Cook. The responsibilities will include:

POSITION SUMMARY

Responsible for preparing and serving food; clean kitchen equipment, utensils and facilities. Perform a variety of duties involved in the care and cleaning of assigned buildings and facilities. The Cook I will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

POSITION QUALIFICATIONS

- High School diploma or GED plus food preparation experience, Associates Degree or combination of education and experience.
- Two years of supervisory experience
- Current Serv Safe or Safe Plates certification
- Prefer applicant to possess knowledge of USDA/CACFP requirements and the Head Start Performance Standards related to food and nutrition.
- Possess knowledge of food preparation and storage techniques.
- Thorough knowledge of regulations pertaining to sanitation and food service.
- Ability to organize and direct all kitchen activities.
- Ability to communicate both written and orally.
- Some heavy lifting of case food lots is required. Ability to lift up to 40 pounds.
- Ability to follow directions.
- Ability to maintain confidentiality.
- Annual physical and TB test required.

Submit a completed application, resume and 3 letters of professional reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Attn: Ruby Bryant or Alisa Bizzell

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$23,237 year

AN EQUAL OPPORTUNITY EMPLOYER

UNITED WAY AGENCY