



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

Location: Dunn & Lee Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking Part 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 II 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 equivalent.
- Valid NC Driver's license.
- Ability to work independently.
- Ability to comprehend and follow federal, state and local regulations pertaining to food service and early childhood regulations.
- Continued enrollment in Child Care division-Criminal History Registry is required.
- Physician statement of good health and provide personal statement of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

Submit a completed application, resume and 3 letters of professional reference by December 15, 2021 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: \$21,689 year