



# 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: \$30,926 year**