



**Action Pathways, Inc.**  
**Job Vacancy Announcement**

<b>Title</b>	<b>Type</b>	<b>Date Opened</b>
Cook Assistant	Part Time/Non Exempt	04/25//2019
<b>Department/Location</b>	<b>Entry</b>	<b>Closing Date</b>
Head Start/Kitchen	\$10.06 per hour	OPENED UNTIL FILLED

**Required Education & Experience:**

High School Diploma or GED and 3 months kitchen experience and/or training; or equivalent combination of education and experience.

High School Diploma with 1 or more years experience preparing food in an early childhood setting is desired.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities:**

Assists kitchen workers engaged in preparing foods for Head Start children and staff.

- Washes, peels, cuts, and seeds vegetables and fruits.
- Cleans, cuts, and grinds meats, poultry, and seafood.
- Weighs and measures designated ingredients.
- Carries pans, kettles and trays of food to and from work stations, stove and refrigerator.
- Stores foods in designated areas. Ensures appropriate containers are used and that correct storage temperature is maintained.
- Cleans work areas, equipment and utensils, segregates and removes garbage, and steam cleans or hoses garbage containers.
- Distributes supplies, utensils, and portable equipment.
- Inventories food as directed.

**Knowledge:**

Applicant must be able to:

- Read and comprehend simple instructions; write simple reports and maintain records.
- Understand units of measurement. Convert measurements for food preparation purposes.
- Possess a working knowledge of kitchen operations, equipment, measurements, and preparing nutritious food for pre-school age children. Work as a team member.
- Have transportation between the hours of 7am -2pm Monday through Friday.

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application a\_ Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

**“An Equal Opportunity Employer”**

**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**