



POSITION ANNOUNCEMENT/APPLICATION PERIOD EXTENSION

Food Preparation Manager

(Non-Classified Position / Full-Time/De Queen Campus)

The Food Preparation Manager oversees daily food service operations and supervises food service staff to ensure safe, efficient, and high-quality food preparation and service. This position supports menu coordination, staff scheduling, inventory management, sanitation and safety compliance, and overall kitchen operations in accordance with state, federal, and institutional standards. Based in De Queen, this position also manages food service operations for the Nashville campus and supports food service options for Lockesburg and Ashdown campuses.

RESPONSIBILITIES INCLUDE:

- Supervising food service staff and daily kitchen operations
- Overseeing food preparation, service, sanitation, and safety procedures
- Assisting with menu planning, inventory management, and supply ordering
- Ensuring compliance with health, safety, and institutional standards
- Maintaining records and reports related to food service operations
- Supporting special dietary accommodations and campus events
- Coordinating equipment maintenance and kitchen organization

REQUIREMENTS:

- High school diploma or equivalent
- Four years of institutional or commercial food service experience, including supervisory experience
- Strong leadership and organizational skills
- Ability to travel between campuses
- Successful completion of criminal background and child maltreatment registry checks required

ANNUAL SALARY:

\$40,000 annually, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a retirement plan with employer matching; paid vacation and sick leave; and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated résumé, and a copy of high school diploma or GED. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS:

Wednesday, July 22, 2026

FOR EXTERNAL APPLICANTS TO APPLY:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0087015**, click the blue **Apply** link at the top of the posting, and follow the application process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

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*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.