



POSITION ANNOUNCEMENT
Food Preparation Specialist
(Non-Classified Position / Full-Time/De Queen Campus)

The Food Preparation Specialist will operate cash registers, serve customers, and clean pots, pans, dishes, rotate and re-stock supplies, and clean café kitchen and seating areas. This position will work from 10:30 AM to 7:00 PM, Monday through Friday.

REQUIREMENTS:

- Excellent customer service skills; work well with the public
- Must pass background and Child Maltreatment Registry checks
- Must have the ability to operate a cash register
- Must be organized and dependable
- Must have a friendly and inviting personality

ANNUAL SALARY:

\$24,413 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 and an updated résumé. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS:

Friday, August 14, 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 R0089373**, 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.

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*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.