



183 College Drive • De Queen, AR 71832
870.584.4471 • 800.844.4471 • www.cccua.edu

POSITION ANNOUNCEMENT

Food Preparation Specialist

(Full-Time/De Queen Campus)

RESPONSIBILITIES INCLUDE:

The Food Preparation Specialist will take customer orders, operate cash registers, serve customers, and clean pots, pans, dishes, and café kitchen and seating areas. This position schedule may include day, evening, and/or weekend hours.

REQUIREMENTS:

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

COMPENSATION:

\$24,413 annual salary; plus an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS

Ongoing; interviews begin upon receipt of applications

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0077831**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

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.