



POSITION ANNOUNCEMENT

Food Preparation Specialist/Café Manager (Part-Time) (Extra-Help Position/Nashville Campus)

RESPONSIBILITIES INCLUDE:

The part-time Food Preparation Specialist/Café Manager is responsible for staffing the Nashville café by providing excellent customer service, taking customer orders, operating the cash register, preparing and serving food, maintaining a clean and organized café environment, and completing the daily cash register reconciliation and report.

MINIMUM REQUIREMENTS:

- High school diploma or GED.
- Excellent customer service and interpersonal skills with the ability to work effectively with the public
- Ability to prepare and serve food while maintaining cleanliness and food safety standards.
- Ability to accurately operate a cash register and handle cash transactions.
- Strong organizational skills with the ability to work independently, manage multiple tasks, and maintain dependable attendance.
- Friendly, professional, and welcoming demeanor.
- Successful completion of a criminal background check and Child Maltreatment Central Registry check.

COMPENSATION and HOURS:

This part-time position is scheduled to work approximately 24 to 28 hours per week and pays \$18.00 per hour.

DEADLINE FOR APPLICATIONS:

August 12, 2026

All applications must include a cover letter and 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.

FOR EXTERNAL APPLICANTS TO APPLY:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0089445**, 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.