

# CARL ALBERT STATE COLLEGE



POTEAU & SALLISAW OKLAHOMA

## POSITION

### **Breakfast/Assistant Catering Cook**

## GENERAL DESCRIPTION

Carl Albert State College has an opening for a full-time **Breakfast/Assistant Catering Cook** for the Poteau campus. Normal hours will be: 5:00 a.m.-1:30 p.m. Monday – Friday; Saturday shifts required on rotation basis. Responsibilities will include (but are not limited to):

- Cooks breakfast for the cafeteria
- Cooks and delivers breakfast to Ki Bois Head Start
- Provide good customer service
- Maintains production records
- Maintains delivery sheets
- Assist with special events
- Work Saturdays on a rotating basis

## QUALIFICATIONS

Good communication skills; knowledge of food preparation, serving, and kitchen procedure standards; cooking skills; knowledge of child nutrition; ability to work independently and effectively with others.

## APPLICATION DEADLINE

July 23, 2015

## SALARY

Entry level \$19,000, plus full benefit package which includes employer-paid retirement, medical/dental/life insurance, and paid leave.

## APPLICATION PROCEDURE

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/discover-us/human-resources/>), letter of application, resume', and three letters of recommendation. Application packet may be submitted by mail to:

Carl Albert State College  
Human Resources  
1507 S. McKenna  
Poteau, OK 74953

OR email: [employment@carlalbert.edu](mailto:employment@carlalbert.edu)  
Fax: 918-647-1359

*CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.  
Affirmative Action officer is Vicki Hill, HR Director, Poteau campus, (918) 647-1373.*

**POSTED: 7/9/15**