



183 College Drive • De Queen, AR 71832
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POSITION ANNOUNCEMENT

PART-TIME Food Preparation Specialist (2)

(Extra Help Position/De Queen Campus)

RESPONSIBILITIES INCLUDE:

The part-time Food Preparation Specialist will take customer orders, operate cash register, serve customers, and clean pots, pans, dishes, and café kitchen and seating areas. This position will likely be afternoon and /or evening 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 and HOURS:

This position will work approximately 20 hours per week at \$13 per hour

DEADLINE FOR APPLICATIONS:

Interviews will begin immediately upon receipt

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, select the “About” link; select “Employment Opportunities” link, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0061125**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted an application, click “My Applications” to view the status

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

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