

AJFC Community Action Agency, INC.

Open Position

Cook Helper

Responsible for assisting in preparing meals and snacks outlined on the menu. Ensures food is stored properly and in accordance with all food safety and sanitation guidelines and regulations. Responsible for cleaning facilities, utensils, equipment as well as eating areas, including floor, counter etc. Must comply with policies and procedures in accordance with Standards of Conduct, Child Abuse & Neglect and corporal Punishment as outline in the Head Start Performance Standards, MS Child Care Licensing Regulation and AJFC Personnel Policies and Procedures.

Requirements: High School Diploma or GED; Communicate effectively with staff and children.

**Duty Station: Woodville
Thompson
Jefferson
Liberty**

Closing Date/Time: Friday 07/26/19 11:59 PM Central Time

Candidates who are interested in the above listed positions MUST mail their cover letter, resume, three letters of reference, proof of Degree with **Official Transcript**, and/or High School Diploma/GED and any other listed items for each position above.

Official Transcripts should be emailed to zthomas@ajfcaa.org

**Zadier Thomas, Human Resource Manager
AJFC Community Action Agency, INC.
P.O. Box 3011
Natchez, MS 39121
Fax 601.442.9572**

"AJFC Community Action Agency, INC. in an "Equal Opportunity Employer"