



## **Position Open Notice** **Lead Food Service Worker** Thatcher, Arizona

### **College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

### **Position Summary and Organizational Relationship:**

The Lead Cook position reports to the Director, Food Services, and will lead a shift comprising of cooks and kitchen staff to prepare and produce food and catering for customers. This role will also supervise the work of cooks and kitchen staff. This is an important role that requires excellent coordination and leadership skills, and a great interest in food and catering.

### **Required Qualifications:**

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- High School Diploma or equivalent.
- One to three years of experience in cooking and/or food preparation.
- Food Safety Certification is required and must be maintained.
- Previous cook experience in a cafeteria, commercial, or institutional setting.
- Strong verbal, written, and interpersonal communication skills including excellent customer service skills.
- Regular attendance is a necessary and essential function.
- Ability to work flexible hours is required.

### **Preferred Qualifications:**

- Experience working with a diverse customer base with varied needs and expectations.
- Culinary experience with the ability to creatively approach recipe development and adaptation to address dietary restrictions and/or enhance the food service experience.
- Food production experience in an educational food service environment.

### **Essential Functions:**

- Oversee and participate in the preparation and production of food for college food outlets and customer orders, ensuring that the food offered is of a high quality.
- Lead work shifts, supervising the performance of cooks and kitchen staff, and assigning and monitoring work.
- Ensure that the opening and closing procedures are followed in the relevant food outlet.
- Provide support to food service staff as required.
- Complete general administrative and clerical work as needed, including, but not limited to, ordering supplies, approving invoices, and assisting with the POS system.
- Serve as cashier as required, counting money at the end of a shift.
- Provide guidance and training to new and more junior team members.
- Support the vision and goal of EAC Food Services to provide an excellent food service experience for all students, customers, and stakeholders.
- Provide meaningful assistance with the creation and revision of menu items and the development of meal menus.
- Provide training and supervision of line cooks to ensure food quality and consistency standards are met.
- Participate in additional College staff responsibilities, i.e. committee service, meeting attendance, training sessions, etc.

- Perform other duties as assigned.

### **Environmental Factors and Conditions/Physical Requirements:**

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement.
- Must have finger dexterity and hand-eye coordination.
- Occasionally required to reach and grasp items, and to stoop, kneel, crouch, crawl, and climb.
- Frequently required to lift or move items of up to 50 pounds.

### **Working Environment:**

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in a cafeteria environment and are exposed to extreme temperatures and humid conditions.
- Exposed to sharp objects and hot liquids and surfaces.
- Exposed to loud noise levels of kitchen appliances and equipment.
- Exposed to dust, oils, chemicals, and fumes.
- Occasionally exposed to bodily fluids and potentially hazardous chemicals or agents.
- Exposed to any number of disagreeable elements: heat, grease, water, cold. Increased exposure to injury hazard with danger of more serious injury.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve supplies; kneeling and occasional lifting of objects up to 50 pounds.

### **Application Information:**

Applicants should send a resume, a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) and a minimum of three written confidential letters of professional references, to [careers@eac.edu](mailto:careers@eac.edu) or materials can be mailed to the address listed below:

Eastern Arizona College  
Human Resources – SS 209  
615 N. Stadium Avenue  
Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

### **Closing Date:**

The position is **open until filled**. Review of applications will begin on March 25, 2024, and continue until the successful candidate is identified.

### **Compensation and Position Availability:**

The initial position compensation range is **\$19.46 per hour (non-exempt)** per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is **April 22, 2024**.

### **Questions:**

Human Resources Department  
Voice: (928) 428-8915  
FAX: (928) 428-2576  
E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

#### **EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ. A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.