



## FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South  
Batesville, MS 38606  
Telephone: 662.563.4656  
Facsimile: 662.563.1644  
Toll Free: 800.733.5627

### Cook - Temporary

*Department: Food Services*  
*Classification: **Non-Exempt***

*Reports To: Food Services Supervisor*  
*Dates of (1<sup>st</sup>) Internal/External Posting:*  
*05/05/2026 – 05/12/2026*

**Status: Temporary**

**Salary: Contact Human Resources**

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### GENERAL FUNCTIONS:

Responsible for preparing center meals, establishing menu and determining quantities of food.

### MINIMUM QUALIFICATIONS:

*Education: High School Diploma or GED*

*Experience: 2 years of work-related experience in a cafeteria/food service setting.*

*Days/Hours: 5 days per week; 40 hours per week*

### Job Description:

- Prepares quantities of food according to the menu and number of students/employees, in accordance with local, state, and national food safety regulations.
- Ensures proper set up of food items on the serving lines as directed by the Senior Cook.
- Assists in serving meals.
- Adheres to all state guidelines concerning food safety and proper food handling procedures, and cleans assigned areas.
- Sets up and helps serve food items on the serving lines.
- Responsible for daily production sheets for food preparation, pull sheets, and inventory control.
- Maintains inventory of foodstuffs and requests additional food as necessary.
- Assists in cleaning and maintaining kitchen and dining areas.
- Reports unsafe or unsanitary conditions in the kitchen/dining area.
- Ensures leftover foods are properly covered and stored.
- Supervises and assists culinary arts and work-based learning students in proper food preparation and storage. Directs work of students who are assigned to serving line.
- Maintain daily record of temperature (HACCP).



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### LICENSE OR CERTIFICATIONS:

*Must be ServSafe certified or have the ability to be certified.*

*Must possess a valid Driver's License with an acceptable driving record.*

*Interested applicants may forward a resume and appropriate credentials to:*

*Finch-Henry Job Corps Center  
Attn: Human Resources  
pittman.lucy@jobcorps.org  
Visit our website at  
<https://www.etrky.com/career-center/>  
An Equal Opportunity Employer  
M/F/ Veterans/Disability*

