



## Federal Work Study Position Job Description: Culinary Program Aide

Job Location/Campus: Melbourne  
 Department: Culinary  
 Supervisor: Dr. Amy Queret-Mitchell  
 Rate of Pay : \_\_\_\_\_  
 (current Arkansas minimum wage)

Position Start Date: \_\_\_\_\_  
 Position End Date: \_\_\_\_\_  
 Hours Per Week: \_\_\_\_\_

Description: Assist the culinary instructors in maintaining organization, cleanliness, and safety in all culinary classrooms and workspaces. Also perform light clerical duties for the culinary program.

Possible Tasks:

- Sanitize workspaces
- Assist in the set up and tear down of campus events
- Assist with campus events (tours, catering, café, etc.)
- Running errands
- Copy, file, and shred documents
- Prepare mail-outs
- Light cleaning
- Other duties as assigned

Essential Qualifications:

- Must meet criteria for Federal Work Study program, and must maintain semester and overall grade point average of 2.0 and meet the standards of Ozarka’s Satisfactory Academic Progress (SAP) policy to retain the Federal Work Study position.
- Safety-minded
- Customer service oriented: helpful, friendly, and cooperative
- Dependable and honest
- Follows instructions well

Melbourne  
 218 College Dr  
 Melbourne, AR  
 870-368-7371

Ash Flat  
 64 College Dr  
 Ash Flat, AR  
 870-994-7273

Ash Flat Technical  
 Center  
 64 College Dr  
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 870-994-7273

Mountain View  
 1800 College Dr  
 Mountain View  
 870-269-5600

Mammoth Spring  
 5th & Archer  
 Mammoth Spring  
 870-625-0411