



Position Vacancy Announcement

Posted May 11, 2010

www.apalacheecenter.org/PosAvail.htm

www.apalacheecenter.org/Application.pdf

Cook II - #2167

Location

Nutrition Services, 2634 Capital Circle NE, Tallahassee, FL 32308

Qualifications

- Ability to follow oral and written instructions.
- Prior cooking experience preferred.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is variable, 30 hours per week.
- Organizing, coordinating and monitoring all administrative operations of the program.
- Type correspondence, serve as receptionist, maintain files, etc.

Benefits

This position is eligible for medical and dental insurances at 80% paid by Apalachee, group life and long-term disability insurances at 100% paid by Apalachee, and profit sharing plan at 100% paid by Apalachee. Additional benefits available at employee expense are cancer, accident, and short-term disability insurances.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.