



HOWARD COLLEGE

Human Resources Office

humanresources@howardcollege.edu • 1001 Birdwell Lane • Big Spring, TX 79720 • Ph (432) 264-5100

POSITION NOTICE BIG SPRING SITE

POSITION:	Cook / Kitchen Staff / Floater / Howard Cottage #592
NOTE:	OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.
EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:	High School graduate or equivalent required. Additional education recognized. Three (3) year related experience preferred. Must be at least 18 years of age. Knowledge of child development, positive behavior management techniques and developmentally appropriate practices. Must have basic computer skills and a working knowledge of Texas Minimum Standards. Must have basic cooking skills and the ability to operate common kitchen appliances. Knowledge of proper health sanitization procedures. Must pass pre-employment physical examination. Must be able to lift / carry / push / pull / a minimum of 50 pounds.
DESCRIPTION OF JOB DUTIES:	Responsible for preparing and serving breakfast, lunch, and afternoon snacks in compliance with CACFP and proper food handling techniques. Must prepare, store, date, rotate, and organize weekly food orders, and complete daily production records. Must maintain cleanliness of kitchen, appliances, and food storage areas. Must wash and sanitize all dishes, pans, and cooking utensils. Responsible for laundry area and for washing center laundry. For a complete list of job duties refer to the job description, available from Human Resources.
SALARY:	\$30,570 to \$35,972
POSITION AVAILABLE:	Immediately
TO APPLY:	Submit completed employment application and materials at: https://.howardcollege.edu/careers/
POSTED:	August 31, 2026

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.

"Howard College, For Learning, For Earning, For Life!"

www.howardcollege.edu