

Cascade County

Job Vacancy Announcement

Position: Congregate Cook	Closing Date: Open Until Filled
County Department: Aging Services	Dept. Admin.: Kim Thiel-Schaaf
Type of Position: Part-Time (15 to 20 hours per week)	Salary: \$10.50 per hour
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Congregate Cook (Cook) will be assigned to the Senior Nutrition Kitchen located at 1620 12th Avenue North in Great Falls, Montana and will work at the outlying Neihart or Cascade Senior Centers and/or the main Senior Nutrition Kitchen depending on staffing needs. The Cook is responsible for preparing nutritious, well-balanced meals for clients, serving food to the clients, cleaning kitchen before and after meal preparation, strictly adhering to all food safety, handling and storage regulations, assisting with volunteers in training and supervision, demonstrating exceptional customer service, assisting with inventory, ordering supplies and maintaining required daily, weekly and monthly reports, washing dishes, sweeping, mopping and emptying trash, assisting in receiving incoming shipments and unloading trucks and performing other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Cook performs a wide variety of duties for meal preparation, service of meals and clean up at assigned locations, cook or learn to cook from pre-determined menu and recipes and follow instructions and safety standards, drive assigned County vehicle in all types of weather and terrain in a safe and proper manner and maintain a good driving record, maintain strict adherence to all food safety regulations for proper handling and storage of food, acquire and maintain ServSafe Food Handler Certification, assist with volunteers in training and supervision, demonstrate excellent customer service skills, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate effectively in writing and orally, assist with inventory ordering supplies and maintaining daily, weekly and monthly reports as required, wash dishes, mop floors, empty trash and other cleaning tasks daily, assist in receiving incoming shipments and assists in unloading trucks, attendance at work is an essential function of this position and the shifts will vary depending on location assignment, follow all Aging Services and Cascade County policies and procedures and perform other duties as required or assigned.

Knowledge and understanding of: Food preparation and serving, ServSafe Food Handler requirements and certification, inventory control, safety rules, procedures and practices, exemplary customer service skills.

Skills in: Planning, preparing and serving meals, public relations, customer service and communication, effective time management, observation of clients and their surroundings.

Ability to: Demonstrate an understanding and caring attitude toward senior citizens, interact with the public or other employees in a professional, respectful and courteous manner, speak clearly and effectively in positive or negative situations, meet established timelines and/or deadlines, complete work in a timely manner, deal with frequent change, delays or unexpected events, maintain excellent time management and organizational skills, analyze and compile information, read and interpret written information, follow verbal and written instructions, observe work hours and demonstrate punctuality, work collaboratively with management and co-workers, work independently and as a team member with minimal supervision, establish and maintain effective working relationships with other employees, management and members of the public, practice good public relations in support of the Aging Services department and its functions, observe established lines of authority, recognize problems that adversely affect the organization and its functions and offer positive suggestions for improvements, promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure, adhere to standards of confidentiality, observe and practice safety and security procedures, drive County vehicles in safe and prudent manner to and from outlying Senior Centers.

EDUCATION & EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED required.
- Two (2) years of experience in the food service industry required.
- Current ServSafe Food Handlers Certification or the ability to obtain within six (6) months of hire.

Certifications:

- Valid Montana Driver's License, required. *Copy must be submitted at time of application.*
- Must be able to obtain and maintain ServSafe Certification throughout employment.

The successful applicant must serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER