

Cascade County

Job Vacancy Announcement

Position: Cook - Senior Nutrition Program Manager	Closing Date: Open Until Filled
County Department: Aging Services	Dept. Admin.: Rob Rung
Type of Position: Full Time - Exempt	Salary: \$15 to \$18 per hour DOE
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 Senior Nutrition Program Manager works within the Cascade County Aging Services (CCAS) Department and in particular direct food services provided by the department to the clients of Cascade County. The Program Manager is responsible for the oversight of Congregate Meals within Cascade County and for the Home Delivered Meals (Meals on Wheels) within the Great Falls metropolitan area; for program oversight of Congregate Meals for six Cascade County Senior Centers and Home Delivered Meals (Meals on Wheels) for the Great Falls metropolitan area; for all aspects of the programs, ranging from cooking, washing dishes, food preparations, delivery of foods, and serving of foods as well as administrative and human resource responsibilities.

JOB REQUIREMENTS

Knowledge and understanding of: County, State, and Federal regulations regarding the programs, in particular the Older American Act Title III, Health and Hygiene National Standards, Nutritional Standards for Older Americans, Environmental Standards; Cascade County Human Resources policies and procedures; Microsoft Office software, (Word, Excel, Outlook), State of Montana web based databases for senior centers client usage reports; and internet; safety rules, procedures and practices; inventory control of food and supply items; sanitation and health practices for food preparation, storage and delivery; marketing and fundraising strategies; organizing outreach functions and public relations.

Ability to: Establish effective working relationships with other CCAS Program Managers, Aging Services staff, state agencies, other county departments, employees and the general public; ability to work with many different cultures respecting their heritage and traditions; prepare accurate and reliable reports containing findings, recommendations, and technical documentation; operate a personal computer using word processing spreadsheet and database applications appropriate to assigned duties; day travel out of town to communities within Cascade County and attend seminars which may require some overnight trips; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines; meet challenges with resourcefulness through original thinking and creativity; monitor and evaluate services provided and service effectiveness; respond promptly to requests for service and assistance from the public and various office personnel; deal with frequent change, delays or unexpected events; operate a variety of kitchen and office equipment; read and comprehend materials; analyze and compile information; adhere to standards of confidentiality; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observes established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements; supervision and scheduling of kitchen staff, drivers and volunteers at 7 locations (6 Senior Centers and the Senior Nutrition Kitchen).

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have a Bachelor's Degree in Restaurant / Kitchen Management, Culinary Arts, Business Management or related field; and four (4) years' experience in food service management, including two (2) years of supervisory experience **OR** any equivalent combination of education and experience equal to eight (8) years experience, including two (2) years of supervisory experience. Applicants must possess and **submit a copy of a valid MT Driver's License** issued by the State of Montana or be able to obtain one within 30 days of hire. ServSafe Certification highly preferred or must be able to obtain within 6 months of hire.

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 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