

Cascade County

Job Vacancy Announcement

Position: Senior Nutrition Lead Cook	Closing Date: September 27, 2013
County Department: Aging Services	Dept. Admin.: Rob Rung
Type of Position: Full-Time	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 Senior Nutrition Lead Cook 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 cook is responsible for the cooking of meals five (5) days a week and provides general assistance and/or oversight for the Home Delivered Meals (Meals on Wheels) within the Great Falls metropolitan area. The Senior Nutrition (SN) lead cook will be responsible for Home Delivered Meals (Meals on Wheels) for the Great Falls metropolitan area. The cook will be responsible for all aspects of the programs, ranging from cooking, washing dishes, food preparations, working closely with the SN Program Manager to ensure, serving of foods at the Great Falls Senior Center on 4 days a week and assists in menu preparation, ordering, inventory and recommendations to the SN Program Manager.

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 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; 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; 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.

EDUCATION AND EXPERIENCE

The above knowledge and abilities are typically acquired through a combination of education and management, including four (4) year's experience in food service management, including two (2) years of supervisory experience **OR** any equivalent combination of education and experience equal to four (4) year's experience, including two (2) years of management experience. Applicant must possess a valid MT Driver's License issued by the State of Montana or be able to obtain one within 30 days 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