

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Cook- Belt Senior Center	<b>Closing Date:</b> November 14, 2011
<b>Dept.:</b> Aging Services	<b>Dept. Adm.:</b> Rob Rung
<b>Type of Position:</b> Part-time      Approx. 30 hrs a week	<b>Salary:</b> \$9.11 per hour
Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.	

### DESCRIPTION OF POSITION

Responsible for the preparation of good tasting, well-balanced meals for clients at the assigned location. Serves the food to the seniors, does all necessary clean-up before and after meal preparation; strict adherence to all food safety regulations for proper handling and storage of food; assists with volunteers in training and supervision; responsible for food preparation, service of meals, and clean-up at the assigned location; uses excellent customer service skills; assists with inventory, ordering supplies, and maintaining daily, weekly, and monthly reports as required; washes dishes and empties trash daily; assists in receiving incoming shipments and assists in unloading trucks; attendance at work is an essential function of this position; other duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Food preparation and serving; health standards and regulations for food handling; inventory control; environmental health standards for food; safety rules, procedures and practices.

**Skills in:** Planning, preparing, and serving meals and time management.

**Ability to:** Have an understanding and caring attitude toward senior citizens; be a team player; establish and maintain effective working relationships with other employees, management, and members of the public; speak clearly and persuasively in positive or negative situations; read and interpret written information; complete work in a timely manner; observe safety and security procedures; meet established timelines and/or deadlines; deal with frequent change, delays or unexpected events; excellent time management and organizational skills; analyze and compile information; adhere to standards of confidentiality; follow verbal and written instructions; observes work hours; demonstrate punctuality; works collaboratively with management and co-workers; practice good public relations in support of the Aging Services Department and its functions; observes established lines of authority; identify problems that adversely affect the organization and its functions and offers suggestions for improvements; promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure.

### EDUCATION AND EXPERIENCE

The above Knowledge, Skills and Abilities are typically acquired through a combination of a high school diploma or GED **and** two (2) years experience in the food service industry. Must have a valid Driver's License issued by the State of Montana.

*The successful Applicant must serve a 6 month probationary period and 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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.***