



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Temporary Congregate Cook – Fort Shaw**
Schedule: **Temporary Position 20-25 hours per week**
Department: **Aging Services**

Salary: **\$ 12.00 per hour**
Closing Date: **Open Until Filled**

Education/Experience/Training:

- High School Diploma, HSE or GED **and** two (2) years of experience in the food service industry required.
- Current ServSafe Food Handlers Certification preferred.

Certifications:

- Valid Montana Driver's License, required.

JOB SUMMARY: The Temporary Congregate Cook (Cook) will be assigned to prepare meals for the Fort Shaw/Sun River Valley Senior Center. 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.

This is a temporary employment position with Cascade County. This position will terminate upon this position no longer being necessary to meet and/or address an undue disruption to the operational needs of Aging Services. The duration of employment will be determined by the Senior Nutrition Services Manager and Director of Aging Services and is not anticipated to exceed six (6) months.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Perform 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, 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.

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

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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