



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: **Senior Nutrition Assistant Cook**
Schedule: **Part-Time with Benefits**
Department: **Aging Services**

Salary: **\$13.11 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Kim Thiel-Schaaf**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED required.
- One (1) year of customer service experience required.
- One (1) year of experience performing various kitchen duties in the food service industry required.

Certifications:

- Valid Montana Driver's License with clean driving record required.
- ServSafe Certificate or the ability to obtain within six (6) months of date of hire.

JOB SUMMARY

The Senior Nutrition Assistant Cook (Cook) at the Cascade County Aging Services Department (Aging Services) is responsible for assisting with the current day and the next day meal preparation of nutritious, well-balanced client meals and providing back-up cooking duties and other flex duties within the Aging Services Senior Nutrition Division, which may include assisting with meal preparation and service at the outlying Congregate Senior Center sites (Centers) and delivering a route for Meals on Wheels (MOW). The Assistant Cook will also be responsible for the general training and supervision of volunteers, assisting with the check-in and storage of food and supply shipments, unloading trucks, washing dishes, mopping floors, emptying trash and other general cleaning and kitchen duties. The Cook will perform all necessary clean up before and after meal service at the Centers as well as clean up at the main Senior Nutrition Kitchen. The Cook will perform other duties as required or assigned in order to support and to ensure the efficient operation of the Aging Services Senior Nutrition Division.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Assist with the current day and the next day meal preparation of nutritious, well-balanced client meals and provide back-up cooking duties and other flex duties within the Aging Services Senior Nutrition Division, which may include assisting with meal preparation and service at the outlying Centers and delivering a route for MOW; Perform wide variety of duties for meal preparation and clean up at assigned locations, including the main Senior Nutrition Kitchen and the Centers; Maintain strict adherence to and abide by all food safety regulations for proper handling and storage of food; Cook from pre-determined menu and recipes and follow instructions and safety standards; Load, carry and transport food, groceries, and other items to Main Kitchen and other locations, as needed; Assist with volunteers in training and supervision; Assist with inventory and ordering supplies, assist in unloading trucks, check-in and storage of food and supply shipments and maintain daily, weekly and monthly reports as required; Wash dishes, mop floors, empty trash and other cleaning tasks daily and other general cleaning and kitchen duties; Possess a thorough knowledge of the locations and layout of Great Falls and the surrounding community and always act in a professional and courteous manner when driving and delivering items on behalf of Aging Services; Drive safely in all types of weather conditions and terrain while maintaining a good driving record and following all Aging Services/County policies and procedures; Knowledge of vehicle preventive maintenance and follow protocols for ensuring efficient operating vehicles; Adhere to Aging Services/County, state and federal confidentiality, privacy and security laws, rules, policies, guidelines and practices with sensitive client information; Display tact, consideration and cooperation when dealing with clients and the public; Display the ability to use critical thinking and problem-solving skills; Contribute to a work environment that encourages positive staff morale, motivation and commitment to achieving results and team building; Establish and maintain professional and effective working relationships with co-workers, other County offices/departments, outside agencies and the general public; 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; Practice excellent customer service skills; Communicate professionally and effectively in writing and orally; Collect and report donations in accordance with Cascade County/Aging Services policies and procedures; Maintain excellent attendance and punctuality; Follow instructions from immediate supervisor and report any discrepancy of daily activities or complaints to immediate supervisor or other Aging Services managers; Complete proper forms in detail when required on instances of accidents and risk safety issues; Follow all Aging Services/Cascade County policies, procedures, standards and guidelines; Perform other duties as required or assigned in order to support

and to ensure the efficient operation of the Aging Services Senior Nutrition Division and accomplish the objectives of the position.

Knowledge and understanding of:

Food preparation and serving; Health standards and regulations for food handling; Inventory control; Environmental health standards for food; Confidentiality policies, procedures, standards and guidelines; County/Aging Services policies, procedures, standards and guidelines; Safety and security policies, rules, procedures and practices; ServSafe Certification and standards and guidelines; Safe operation of motor vehicles, including being courteous to other drivers; Following directions, ascertaining locations and layout throughout Great Falls and surrounding community.

Skills in:

Planning, preparing and serving meals; Public relations, customer service and communication; Effective organization and time management; Operating automatic and standard shift vehicles; Understanding and following motor vehicles driving practices and laws; Following driving route and maintaining timely schedule; Observation of clients and their surroundings and reporting.

Ability to:

Possess and maintain an understanding and caring attitude toward older persons; Practice good public relations in support of the Aging Services and its functions; Work independently and as a member of a team; Work collaboratively with management and co-workers; Establish and maintain professional and effective working relationships with other employees, management and members of the public; Work and interact with individuals of diverse cultures and backgrounds in a non-judgmental, professional and effective manner; Speak clearly and effectively 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; Maintain excellent time management and organizational skills; Analyze and compile information; Follow verbal and written instructions; Observe work hours and demonstrate punctuality; Observe established lines of authority; Promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure; Drive motor vehicles in safe and prudent manner in all types of weather conditions; Move quickly and with ease while loading, unloading and carrying large packages and making deliveries; Ascertain and report to supervisor changes in clients' behavior, demeanor and/or living conditions to keep supervisor fully informed; Drive within time constraints and remain calm when work becomes stressful; Follow directions from Routing Form to find locations of clients; Follow directives from immediate supervisor and managers; Follow all health and safety meal delivery protocols put in place by Aging Services Director; Identify discrepancies or inaccuracies in routes and suggest corrections to supervisor; Recognize problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Exercise sound judgment and decision-making skills within established standards, policies and procedures; Accept responsibility and be self-motivated; Accurately and appropriately handle cash. Maintain strict standards of confidentiality.

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.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Local #2.

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