



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcements

Meals on Wheels Delivery Driver – Boulder Intermittent Offsite Cook- Boulder

Rocky Mountain Development Council's Senior Nutrition Program in Boulder is seeking applicants for the position of Delivery Driver. This is a part-time position working Tuesday, Wednesday and Thursday, from approximately 12:30 – 1:30 PM, depending on client numbers and weather conditions. The salary for this position is \$9.19 per hour.

Rocky Mountain Development Council's Senior Nutrition Program in Boulder is also seeking applicants for the position of Intermittent (on call) Cook. The starting salary for this position is \$10.60 per hour. The intermittent cook is responsible for food preparation, supervision of volunteers assigned to the kitchen, record keeping, and sanitation.

The Delivery Driver delivers meals to clients, and assisting persons receiving the meals as needed. On their assigned work days, the Delivery Driver delivers hot lunches to homebound clients within their assigned route. As the Delivery Driver delivers the meals they check to see if the client is okay and report back any unusual circumstances.

Minimum Qualifications:

Knowledge of:

- senior citizen needs.
- organizational skills and time management.
- route planning and familiar with Boulder area streets.
- sanitation

Ability to:

- relate well with senior citizens in a friendly, outgoing manner.
- follow directions and take initiative.
- keep all information on clients strictly confidential.
- drive during severe winter driving conditions.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school degree. A valid Montana driver's license is required. Must be approved as a driver by RMDC's insurance carrier. Experience working with senior citizens is preferred.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application and letter of interest. Applications are available from the Boulder Senior Center, Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, www.rmhc.net, and the Helena Job Service. Incomplete application material will not be processed. Completed application packages must be received by the RMDC Human Resource Office at the above address no later than 5:00 PM, Tuesday, November 21st, 2017. RMDC is an EEO Employer

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP