



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

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Position Announcement **Intermittent Augusta Cook/Center Leader**

Rocky Mountain Development Council, Inc. is seeking applicants for the position of intermittent Cook/Center Leader for the Augusta Senior Nutrition Program. The position involves coordinating services of the Augusta Senior Dinner Club and Meals on Wheels Programs. The starting salary for filling in for the Cook is \$10.60 per hour and \$9.19 per hour for the Center Leader.

The position involves filling in for the Cook during her absence, and coordinating services of the Senior Center Dinner Club and Home Delivered Meals Programs during the Center Leader's absence.

The Cook is responsible for preparing meals for senior citizens at the senior center and for home delivery.

The Center Leader is responsible for the congregate meal site, home delivered meals, referrals and assessments and all record keeping.

Minimum Qualifications:

Ability to:

- relate well with and understand the needs of senior citizens.
- keep all information on clients strictly confidential.
- organize senior center activities.
- fill in for Cook when needed.

Education:

- Equivalent to a high school education.

Experience:

- Preference given to applicants who have experience working with senior citizens.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Must have a reliable vehicle, current liability insurance and a valid Montana Driver's license. Must be able to lift 50 pounds with or without accommodation and be able to drive in severe winter weather conditions

Application Process:

Applicants must submit a signed completed RMDC application, letter of interest and resume. Applications are available from RMDC, www.rmhc.net, and the Augusta Senior Center. Incomplete application materials will not be processed. Completed application packages must be **received by** the RMDC Human Resource Office, PO Box 1717, Helena, 59624 or 200 South Cruse Avenue, Helena MT, 59601. This position is open until filled. RMDC is an EEO employer.