



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement Intermittent Cook/Center Leader

Rocky Mountain Development Council's Tri-County Senior Nutrition Program is currently seeking applicants for an Intermittent Cook/Center Leader in Whitehall. The starting salary for the Cook position is \$10.60 per hour, and the starting salary as the Center Leader is \$9.19 per hour.

The Cook position is responsible for food preparation, supervision of volunteers assigned to the kitchen, record keeping and sanitation.

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

Minimum Qualifications:

Knowledge: Must have knowledge in all phases of food preparation, sanitation, and inventory control.

Abilities: Ability to cook large quantities of food and work prolonged hours while standing. Ability to maintain an effective working relationship with co-workers and clients. Ability to follow directions and communicate effectively verbally and in writing. Ability to delegate duties and responsibilities on a daily basis. Ability to lift 50 pounds.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school education and three years of experience cooking in quantity for a commercial or institutional food operation. Applicant must be willing to complete Servsafe certification within 6 months of hire.

Application Process: Applicants must submit a signed, completed RMDC application, resume, and letter of interest. Applications are available from RMDC, www.rmhc.net, and the Helena Job Service. Incomplete application materials will not be processed. Completed application packages **must be submitted to** the RMDC Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). Position is open until filled. **EEO**