



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

Kitchen Manager

Rocky Mountain Development Council's Tri-County Senior Nutrition Program is currently seeking applicants for a Kitchen Manager, in Helena. This position is 40 hours per week, working Monday- Friday, 5AM – 1PM. The starting salary for this position is \$14.22 per hour, plus RMDC's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Kitchen Manager has ultimate responsibility for the daily preparation of food in the Consolidate Kitchen. He/she will be responsible for the ordering and assigning staff daily duties (i.e., cooking), staff supervision, record keeping and sanitation and staff training in food preparation methods and sanitation. This position assigns responsibilities on a daily basis to the kitchen staff. The Kitchen Manager is responsible for staying within the budget set by the Program Director.

Minimum Qualifications:

Knowledge: Must have knowledge in all phases of food preparation, sanitation, inventory and cost projection. Federal and state regulations in the food service area. Must have excellent supervisory skills and provide positive team leadership skills.

Abilities: Ability to cook quantities of food, assist with preparation of menus and work prolonged hours while standing. Ability to lift 50 pounds. Ability to maintain professional, effective working relationships with co-workers and clients. Ability to follow instructions and communicate effectively verbally and in writing. Ability to delegate duties and responsibilities on a daily basis.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school education. The ServSafe Food Preparation Manager certification is required, other nutrition, dietary and/or safe food handling training preferred. Three years of experience cooking in quantity for a commercial or institution food operation. Two years experience in a supervisory capacity. Other combinations of education and experience will be considered on a case by case basis.

Physical Demands & Working Conditions:

Working in commercial kitchen utilizing slicers, ovens, steamers, etc. Standing for long periods of time. Lifting inventory of supplies, up to 50 pounds.

Applicants must submit a signed and completed Rocky Mountain Development Council application, and letter of interest. Applications are available from RMDC, the Job Service and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by the RMDC Human Resource Office, 200 South Cruse Avenue, Helena MT 59601 or P O Box 1717, Helena 59624, no later than Thursday, December 21, 2017 at 5 PM. EEO

www.rmhc.net

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