



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement

Prep Cook

Rocky Mountain Development Council has an opening for a Prep Cook. This position is a part-time, position working 30-35 hours per week. The starting salary is \$9.19 per hour plus RMDC's generous benefit package: health/dental/vision/life insurance, retirement plan, paid holidays, sick and vacation leave.

The Prep Cook is responsible for the daily preparation of the Helena Dinner Club's salad bar which consists of preparing salads, dressings, containers of salad toppings, prepping fruit and vegetables, etc. The position also assists with packaging soups, salads and meals in containers for Meals on Wheels deliveries. Assisting the Lead Cook in food preparation, serving, cleaning and sanitation are also an important responsibilities of this position. The position provides back of the Meals on Wheels delivery position and Lead Cook as needed.

Minimum Qualifications:

Knowledge:

- in the area of quantity food preparation;
- of sanitation procedures;
- of basic food service organization;
- of federal and state regulations in the food service area.

Skills and Abilities:

- to prepare and cook food in quantity;
- to work while standing;
- to maintain effective working relationships with others;
- to follow instructions;
- to communicate effectively, verbally and in writing;

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school education and one year of experience cooking in quantity for a commercial or institutional food operation.

Physical Demands and Working Conditions:

Ability to work prolonged hours while standing. Must be able to lift up to 25 pounds. Must be able to pass a criminal background check.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from 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 RMDC Human Resource Office at the above address. Preferred closing date is Thursday, September 21, 2017, 5:00 PM.**

EEO

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