



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

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Position Announcements

Intermittent Offsite Cook- Boulder

Rocky Mountain Development Council's Senior Nutrition Program in Boulder is seeking applicants for the position of Intermittent (on call) Cook. The starting salary for this position is \$10.95 per hour.

The intermittent cook is responsible for food preparation, supervision of volunteers assigned to the kitchen, record keeping, sanitation, delivering hot lunches to homebound clients within their assigned route.

Minimum Qualifications:

Knowledge of:

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

Ability to:

- relate well with and understand the needs of senior citizens.
- follow directions and take initiative.
- keep all information on clients strictly confidential.
- drive and be outdoors in severe winter conditions.
- have reliable personal transportation, liability insurance, good driver's record and current driver's license (need for Meals on Wheels delivery).
- Follow directions and take initiative
- Organize and manage time
- lift up to 50 pounds.

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 Rocky'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, Inc. application and letter of interest. Applications are available from the Boulder Senior Center, Rocky Mountain Development Council, Inc. 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, and www.rmhc.net. Incomplete application material will not be processed. Completed application packages must be received by the Rocky Human Resource Office at the above address. This position is open until filled. Rocky is an EEO Employer.

www.rmhc.net

Affordable Housing
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 and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP