



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**

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

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## Position Announcement

### Offsite Cook and Meals on Wheels Delivery - Boulder

Rocky Mountain Development Council, Inc.'s (Rocky) Senior Nutrition Program is currently seeking applicants for an Off-Site Cook and Meals on Wheels Delivery Driver in Boulder. This position is 12 hours per week, working Tuesday – Thursday, typically 4 hours per day. The starting salary for this position is \$13.25 per hour. We also offer 13 paid holidays per year, sick and vacation leave!

The Offsite Cook is responsible for the ordering and preparation of food, record keeping, sanitation, Meals on Wheels delivery, and commodity program paperwork.

#### Minimum Qualifications:

**Knowledge:** Must have knowledge in all phases of food preparation, sanitation, inventory control and cost control. Proficient knowledge of Microsoft Office products and skilled using general office machines (computer, fax, copier, scanner, etc.).

**Abilities:** Ability to cook quantities of food for up to 25 people, prepare menus and work prolonged hours while standing. Ability to maintain an effective working relationship with clients. Ability to follow instructions and communicate effectively verbally and in writing. Ability to organize and manage time, and take initiative.

The above knowledge 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. Must obtain and maintain Servsafe Food Safety Certification. A valid Montana driver's license, reliable personal transportation, liability insurance and good driver's record is required. Applicant 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

**Physical Demands & Working Conditions:** Ability to work prolonged hours while standing. Ability to lift 50 pounds. Ability to drive and be outdoors in severe weather conditions.

#### **Application Process:**

Applicants must submit a signed and completed Rocky Mountain Development Council, Inc. application, and letter of interest. Applications are available from Rocky and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be received by the Rocky Human Resource Office, 200 South Cruse Avenue, Helena MT 59601 or P O Box 1717, Helena 59624. This position is open until filled.

[www.rmhc.net](http://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