



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 in Boulder. This position is 21 hours per week, working Tuesday – Thursday, typically 7:00 a.m. to 2:00 p.m. The starting salary for this position is \$16.64 per hour.

The Offsite Cook will be responsible for the ordering and preparation of food, food safety, record keeping, sanitation and Meals on Wheels delivery.

Minimum Qualifications:

Knowledge:

- Of all phases of food preparation/handling, sanitation, inventory control and cost projection.
- Of city streets and vehicle maintenance
- Of senior citizen needs.
- Of organizing and delivery route planning

Abilities:

- To cook quantities of food, prepare menus and work prolonged hours while standing.
- To effectively plan and organize each work day.
- To maintain an effective working relationship with staff and coworkers in a friendly, outgoing manner.
- To follow instructions and communicate effectively verbally and in writing.
- To drive with good safe, driving skills.
- To maintain accurate records.
- 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. Must have a reliable vehicle with current driver's license and be approved as a driver by Rocky's insurance carrier as outlined in Rocky's Driving and Vehicle Usage Policy. Occasional travel in hazardous weather conditions may be required. Pass a criminal background check. Must possess, obtain and maintain ServSafe certification within first year of employment.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Physical Demands & Working Conditions Ability to work prolonged hours while standing. Ability to lift/move equipment supplies, etc. in excess of 50 pounds. Must be able to work outdoors in extreme weather conditions. Subject driving hazards due to weather conditions. May be exposed to infectious diseases.

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. 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. EEO

www.rmhc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIHEAP
Weatherization
Energy Share
Spirit of Service

Meals on Wheels
Senior Centers and Nutrition
AmeriCorps Seniors
Rocky's Agency on Aging