



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 \$16.99 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 and daily oversight of the preparation of food in the Consolidated Kitchen, which prepares food for Head Start, Meals on Wheels, the Helena Indian Alliance, East Helena Senior Center and Helena's Daily Dinner Club. The Kitchen Manager is responsible for ordering food and supplies, directing staffs' responsibilities, to keep the kitchen operation running smoothly, staff supervision, recordkeeping and sanitation. Provide ongoing staff training on food preparation methods and sanitation. The Kitchen Manager is responsible for staying within the budget approved by the Program Director/Budget Analyst.

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.

Abilities: Ability to manage a kitchen team in a fast-paced work environment. Ability to delegate duties and responsibilities on a daily basis. 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 provide excellent supervisory skills and provide positive team leadership skills. Ability to follow instructions and communicate effectively verbally and in writing.

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. Three years' experience in a supervisory capacity.

Application Instructions:

Applicants must submit a signed and completed Rocky Mountain Development Council 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, no later than Monday, June 17, 2019 at 5 PM. EEO

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