



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 **Intermittent Cook - Boulder**

Rocky Mountain Development Council's Senior Nutrition Program is currently seeking applicants for an Intermittent (substitute) Cook in Boulder. The starting salary for this position is \$15.39 per hour.

The Intermittent Cook position is responsible for food preparation, supervision of volunteers assigned to the kitchen, record keeping, the congregate meals, home delivered meals and sanitation, in the regular Cook's absence.

Minimum Qualifications:

Knowledge: Must have knowledge in all phases of food preparation, sanitation, and inventory control.

Abilities: Ability to cook large quantities of food and work prolonged hours while standing. Ability to maintain an effective working relationship with co-workers and clients. Ability to follow directions and communicate effectively verbally and in writing. Ability to delegate duties and responsibilities on a daily basis. Ability to lift 30 pounds.

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.

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.

Application Process: Applicants must submit a signed, completed Rocky application. Applications are available from Rocky, www.rmdc.net, and the Boulder Senior Center. Incomplete application materials will not be processed. Completed application packages **must be submitted** to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). This position is open until filled. **EEO**