



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: COOK II DATE OPENED: September 18, 2017
DEPARTMENT: AGENCY ON AGING CLOSING DATE: September 29, 2017

If you have any questions about this position vacancy, call: (406) 758 - 2474.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non-Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 13.55 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 14.09 per Hour

2 YEAR STEP: \$ 14.65 per Hour

3 YEAR STEP: \$ 14.95 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be uploaded to your online application. Certificates must have a completion date within 6 months of the date the online application was submitted to the Flathead County. Please contact the Kalispell Job Service at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

Please see attached job description for more information.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Cook II	Job Code: 04170
Department: AOA-Nutrition	Pay Grade: Stnd 15
Reports to: Nutrition Manager	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Area IX Agency on Aging serves people with the goal of enabling persons 60 years of age and older to lead independent, meaningful and dignified lives, by providing direct services, contracting for services, and networking with the community to locate services. The Meals on Wheels Program provides seniors with one hot nutritious meal five days a week. There are also six congregate meal sites available for seniors who are not home bound.

Job Summary: This position is responsible for food preparation and maintaining kitchen facilities for the senior nutrition program. It requires knowledge of and experience with high volume meal planning and production as well as food safety standards. Tasks include providing input on menu development, assisting with ordering and rotation of stock, preparing and cooking a variety of foods from an established regular menu as well as special diet menus, assuring meals are appealing in presentation and taste, and cleaning kitchen facilities and equipment.

Work is performed under the guidance and supervision of the Nutrition Manager. However, the person in this position is expected to exercise independent judgment and decision-making in completing daily tasks. This position works closely with the Nutrition Manager to understand and comply with pertinent regulations and dietary requirements.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Prepare and cook a variety of foods in large quantities for daily meal service using established menus and in accordance with food safety standards and dietary guidelines and restrictions
- Portion and package food for delivery to multiple congregate meal sites and to Meals on Wheels recipients
- Perform daily temperature checks of prepared food
- Clean cooking equipment and work areas to maintain sanitary and healthful conditions
- Receive and document food deliveries; prepare food for storage and monitor temperature of food in storage areas
- Submit reports for food items and supplies to be ordered
- Perform other duties as assigned

Physical Demands and Working Conditions:

- Work is performed in a centralized kitchen environment.

- The noise level of the kitchen is frequently high due to the running of commercial vent fans and equipment.
- There is frequent contact with the general public and volunteers.
- This position is frequently required to walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms, and stand for extended periods of time up to 8 hours.
- Must be able to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Supervision Exercised: This position may supervise lower level cooks or other kitchen helpers. The job requires detailed coordination of daily tasks with other kitchen and dining staff as well as volunteer drivers responsible for meal delivery.

Knowledge, Skills, and Abilities:

Knowledge/Skills:

- The materials, methods, and equipment used in preparing food on a large scale
- The operation, care and cleaning of commercial kitchen equipment
- Health, sanitary, and safety practices involved in food preparation
- Special diets

Ability to:

- Work from written menus and standard recipes and adapt them to accommodate high volume meal service and special diets such as diabetic, low sodium and low fat
- Organize and plan ahead to ensure timely and efficient meal service
- Recommend strategies to improve kitchen efficiency, meal quality, meal service, etc.
- Establish and maintain effective working relationships with supervisor, co-workers, meal recipients, volunteers and the general public
- Assign and supervise the work of subordinates
- Practice safe and sanitary work habits
- Work efficiently and effectively in a fast-paced environment

Education and Experience:

Two years' experience in institutional or commercial food preparation; coursework or training in institutional or commercial food preparation as a substitute for up to one year of experience; or any equivalent combination of experience and training which indicate possession of the knowledge, skills, and abilities listed.

Applicants selected as finalists will be required to complete an in-kitchen demonstration of related skills.

Action	Date	Reference
Adopted	7/1/1988	Commissioners' Minutes
Revised	6/15/2000	Commissioners' Minutes
Revised	10/6/2014	Commissioners' Minutes