



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: COOK DATE OPENED: 5/14/2018

DEPARTMENT: AGENCY ON AGING CLOSING DATE: 5/25/2018

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

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

- FULL TIME
- PART TIME
- REGULAR  
(YEAR ROUND POSITION)
- SEASONAL
- TEMPORARY

IF APPLICABLE:  
 TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_  
 STARTING WAGE: \$ 11.35 per Hour  
 SALARY AT:  
1 YEAR STEP: \$ 11.80 per Hour  
2 YEAR STEP: \$ 12.27 per Hour  
3 YEAR STEP: \$ 12.52 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

**SEE ATTACHED JOB DESCRIPTION**

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](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's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

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.*

<b>Job Title:</b> Cook	<b>Job Code:</b> 04150
<b>Department:</b> AOA-Nutrition	<b>Pay Grade:</b> Stnd 9
<b>Reports to:</b> Nutrition Manager	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Area IX Agency on Aging (AOA) assists people age 60 and older and adults with disabilities to lead independent, meaningful and dignified lives, by providing information, offering direct services, contracting for services and connecting individuals and their families or caregivers with a wide range of public benefits and local services. The Nutrition Program provides hot, home-delivered meals, also known as "Meals on Wheels," to older adults who are home bound and serves hot meals at multiple congregate dining sites in Flathead County.

**Job Summary:** This position assists higher level cooks with the preparation and cooking of high volume, menu-based meals in compliance with food safety standards for the senior nutrition program. Tasks performed also include serving meals and the care and cleaning of kitchen facilities, equipment and dishes. Work is performed under the direct supervision of the Nutrition Manager with daily guidance and instruction from the Head Chef position.

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

- Assist with the preparation and cooking of 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
- Assist with serving onsite meals
- Assist with portioning and packaging food for delivery to multiple congregate meal sites and to Meals on Wheels recipients
- Clean cooking utensils and equipment and maintain sanitary and healthful conditions in the kitchen and dish areas
- Assist with receiving, documenting and storing food deliveries; help monitor temperature of food in storage areas
- Perform other duties as assigned

**Physical Demands and Working Conditions:**

- Work is performed in a centralized kitchen environment.
- There is frequent contact with the general public and volunteers.
- The noise level of the kitchen is frequently high due to the running of commercial vent fans and equipment.

- 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 does not generally have supervisory duties but may on occasion provide guidance to temporary help.

**Knowledge, Skills, and Abilities:**

Ability to:

- Learn and demonstrate basic methods of food preparation and serving in a high volume setting using commercial equipment
- Learn and follow food safety rules and regulations
- Learn and demonstrate how to organize and plan ahead to ensure timely and efficient meal service
- Understand and follow oral and written instructions
- Practice safe and sanitary work habits
- Establish and maintain effective working relationships with supervisor, co-workers, meal recipients, volunteers and the general public
- Work efficiently and effectively in a fast-paced environment

**Education and Experience:**

Any combination of experience and training that indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	7/1/1988	Commissioners' Minutes
Revised	6/15/2000	Commissioners' Minutes
Revised	10/6/2014	Commissioners' Minutes
Revised	<del>PENDING 03/14/2018</del>	Commissioners' Minutes