



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: HEAD CHEF

DEPARTMENT: AGENCY ON AGING

If you have any questions about this position vacancy please call: 406-758-2482

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$19.03 per hour

PART TIME SEASONAL

SALARY AT:

1 Year Step \$19.79 per hour

2 Year Step \$20.59 per hour

3 Year Step \$21.00 per hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

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'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.

Job Title:	Head Chef	Job Code:	04190
Department:	AOA-Nutrition	Pay Grade:	Stnd 22
Reports to:	Nutrition Manager	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Area IX Agency on Aging (AOA) assist adults age 60 or older and people who have disabilities to lead independent, meaningful and dignified lives, by providing direct services, contracting for services, and networking with the community to locate services. The Nutrition Program provides older adults with one hot nutritious meal five days a week, served at multiple social dining sites in the county or delivered to clients' homes (Meals on Wheels).

Job Summary: This position is responsible for assisting in the overall implementation and improvement of the Nutrition Program and for daily management of the AOA kitchen including direct supervision of kitchen staff. It requires knowledge of and experience with high volume meal planning and production as well as food safety standards. Tasks include program enhancements, quality and cost controls, regulatory compliance and inventory management; recipe development and menu planning; preparing and/or directing the preparation of all meals; providing daily guidance and direction to cooks and other kitchen staff; ensuring safe food handling and proper cleaning of 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 must 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.*

- Create recipes and menu concepts that entice patrons and help promote the Nutrition Program; stay abreast of and incorporate culinary best practices
- Using established and new recipes, develop monthly menus that offer a variety of foods and take advantage of seasonal availability
- Standardize recipes and cooking techniques for use in high volume food preparation and presentation to assure consistent high quality
- Develop and implement controls to minimize food and supply waste
- Evaluate food products for freshness and quality
- Prepare and oversee the preparation of daily meals in accordance with food safety standards and dietary guidelines and restrictions; provide guidance and direction to all cooks and other kitchen staff to assure food preparation is economical and technically proficient
- Assist with and oversee packaging of food for delivery to social dining sites and to Meals on Wheels recipients
- Establish and maintain a regular cleaning schedule for all kitchen areas and equipment
- Supervise kitchen staff in accordance with Flathead County and departmental policy guidelines

and processes

- Guide and promote safe and sanitary work habits, techniques and standards among all kitchen staff
- Assist Nutrition Manager with food and supply ordering, inventory control; receive and document food deliveries; prepare food for storage and monitor temperature of food in storage areas
- Assist the Nutrition Manager to develop, coordinate and implement special events related to the Nutrition Program
- Review and analyze data to ensure effective and efficient operations
- 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 supervises and provides leadership, daily guidance and direction to lower level cooks and 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:

- Creative recipe and menu development
- 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
- Operating a computer, proficiency in Microsoft Office, data entry
- Math skills, including the ability to calculate proportions, percentages and volume
- Clear verbal and written communication
- Policies and practices of personnel administration and supervision

Ability to:

- Provide supervision, daily assignments and guidance to kitchen staff; lead and support a teamwork approach
- Develop and standardize 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
- Develop and implement strategies to improve kitchen efficiency, meal quality, meal service, etc.
- Work efficiently and effectively in a fast-paced environment; maintain a calm, professional demeanor and cope well under pressure

- Establish and maintain effective communication and working relationships with supervisor, kitchen staff, co-workers, meal recipients, volunteers and the general public

Education and Experience:

Six years' experience in institutional or commercial food preparation with two in an executive chef or lead cook position; supervisory experience preferred; 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. ServSafe certification required.

Action	Date	Reference
Adopted	07/01/1988	Commissioners' Minutes
Revised	06/15/2000	Commissioners' Minutes
Revised	10/06/2014	Commissioners' Minutes
Revised	03/02/2020	Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

Employee Signature

Date

Printed Name