



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: NUTRITION SERVICES ASSISTANT

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)

PART TIME  SEASONAL

TEMPORARY

STARTING WAGE: \$15.86 per hour

SALARY AT:

1 Year Step \$16.50 per hour

2 Year Step \$17.16 per hour

3 Year Step \$17.50 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.

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>  | Nutrition Services Assistant | <b>Job Code:</b>    | 04120  |
| <b>Department:</b> | Agency on Aging - Nutrition  | <b>Pay Grade:</b>   | Std 15   |
| <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) 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 performing a variety of duties related to the provision of food services to clients and the related administrative responsibilities. Duties include but are not limited to assisting with food preparation, dining room opening and closing tasks, Meals on Wheels preparation including route sheets and volunteer coverage, dishwashing, greeting and checking-in clients, communicating with other nutrition sites and the public, and data entry and other administrative tasks as assigned. Work is performed under the direct supervision of the Nutrition Program Manager.

**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 food preparation and packaging for Meals on Wheels and other nutrition sites.
- Dining room preparation, opening and closing tasks.
- Prepare route sheets for MOW drivers and for meals packaging.
- Load and unload cookware, dishes and utensils into commercial dishwasher. Use dish soaking and sanitizing equipment as needed.
- Load or unload vehicles that deliver or pick up food and supplies.
- Respond to phone calls from volunteers related to the Meals-on-Wheels program as well as calls from clients, members of the public and other nutrition sites.
- Greet/assist visitors during the social dining hours; check-in/register diners, collect donations, manage punch cards and enter client & meal information into the AOA database.
- Assist the Nutrition Program Assistant with coordinating and providing oversight to Meals on Wheels drivers and other nutrition volunteers. Help ensure coverage for absent MOW drivers.
- Accurately enter and maintain client data in electronic systems and prepare records (e.g. daily meal counts), reports, route sheets and prep sheets as needed.
- Daily set-up of till and donation boxes and assist with end of day money counts.
- Communicate regularly with and provide assistance to AOA Nutrition staff and volunteers to ensure high quality service delivery.

- Clean equipment and work areas to maintain sanitary and healthful conditions.
- Maintain confidentiality of client information.
- 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.
- Temperature may vary as work is performed in dishwashing station, refrigerators/freezers, on cooking/serving line and in storage areas.
- 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.
- This position requires close vision, distance vision, color vision, peripheral vision and depth perception.
- There is frequent contact with the general public, vendors and volunteers.

**Supervision Exercised:** This position does not have staff supervisory duties but may on occasion provide guidance to volunteers.

**Knowledge, Skills, and Abilities:**

- Good organizational skills and ability to multi-task in a fast paced environment while maintaining attention to detail.
- Basic food preparation.
- Operation, care and cleaning of commercial kitchen equipment, cookware, tableware and utensils.
- Learn and follow food safety rules and regulations and other established policies and procedures.
- Practice, understand and follow oral and written communication and instructions.
- Establish and maintain effective working relationships with supervisor, co-workers, meal recipients, volunteers and the general public.
- Communicate regularly and coordinate daily tasks with other staff as well as volunteers.
- Practice safe and sanitary work habits
- 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  
Adopted

Date  
6/14/2022

Reference  
Commissioners' Minutes