



Human Resource Office  
 PO Box 70  
 Pablo, MT 59855  
 Toll free 877.752.6553, ext. 4985  
 Direct Dial 406.275.4985

Position Vacancy  
 Please Post

Salish Kootenai College seeks applicants for: <b>Head Cook (June-August)</b>	Salary Range: <b>\$14.37-17.41/hour DOEE</b>
For a complete position description contact <b>Human Resources, 406-275-4985</b>	Closing Date: <b>Monday, June 28, 2021 @ 4pm</b>

**General Summary:** Serve as Mission Valley in Motion Head Cook for the Community Health & Development department. This individual will be responsible for serving MVM participants nutritious, flavorful and appealing meals. Follow ServSafe Sanitary methods, procure/purchase all foods and supplies necessary, Keep OPI summer feeding program records and follow guidelines of the USDA summer feed program. Supervise MVM staff in a safe, and respectful manner. Actively interact and engage with MVM staff and participants. Assist department to support the program while maintaining the integrity of the program's goals and objectives. Create an environment that supports participants and MVM staff in meeting the mission, scope, and goals of various funding sources and the mission of SKC.

**Major Duties and Responsibilities**

**Percentage**

**Head Cook**

**85%**

- A. Maintain correspondence, program documentation and data collection processes.
- B. Plans and prepares foods in accordance with USDA Summer Feeding Program (SFP).
- C. Prepare, cook, serve, and clean up both breakfast and lunch on a daily basis.
- D. Maintains cost control, budget and keeping food inventory records based on SFP procedures including records of food production, service and daily meal counts, and food menus throughout the program.
- E. Purchases food and supplies necessary to prepare the planned menus for the number of participants.
- F. Will be responsible for cleaning up kitchen and hospitality room (Mopping, Sweeping, Cleaning Counters, Washing dishes, etc.).
- G. Plans meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary, purchases and serves food of equivalent nutritional value.

**To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855.** Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires **must pass a drug test before formal hiring.**

Modifies menus for children's field trips; notes all modifications and substitutes on posted menu and for SFP records.

- H. Prepares meals and snacks in such a way that a minimum of nutrients is lost from foods, that ensure foods taste good and look appealing, and that there are ample amounts of foods for children.
- I. Maintains established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintains an orderly, sanitary, and safe kitchen.
- J. Delivers foods from the kitchen to the room used for meal, ready to be served.
- K. Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.
- L. Able to lift a minimum of 50 pounds.

### **Community Health & Development Roles and Responsibilities:**

**15%**

- A. Foster a supportive working and learning environment.
- B. Strategize with program director as needed.
- C. Demonstrate and maintain program leadership.
- D. Collaborate with team members for all program events and activities (i.e. health promotion events, ECS, and workshops).
- E. Communicate timeline changes and new information to team; tracks project changes and adjust schedules as needed.
- F. Support program efforts and outputs as well as staff relations and needs.
- G. Attend professional development training(s) as designated, to increase program and organizational professionalism.
- H. Contribute to and support cultural competency standards.
- I. In charge of keeping track of all project-related paperwork; ensure all needed materials are current and properly filed and stored.
- J. Participate in organizational sustainability planning and implementation.
- K. Promote camaraderie and citizenship within the team.
- L. Additional job duties as assigned.

**Minimum Qualifications** (The knowledge and skills abilities and minimum education or equivalent education and work experience required of an individual to perform the job.)

Minimum qualifications: High School diploma or GED, and previous experience preferred, meal planning, procurement of all food and supplies, possess a current Food Handlers Certificate preferred (can be completed after hiring if needed), valid driver's license and ability to drive long distances, ability to calculate to determine number of meals to be served and to adjust recipes and serving portions, ability to work well with children, must pass a background check, mandatory CPR and first aid certifications. Must be able to independently organize and prioritize activities of daily kitchen operations required. Applicant must be able to work

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effectively with other people in a fast-paced setting while being able to problem-solve independently. Requires energetic, self-directed and professional work habits. Cultural sensitivity is required in this work environment.

**Employee Role:**

1. Follows the standards, policies, and procedures of Salish Kootenai College and Community Health & Development.
2. Supports staffing/scheduling policies to meet the college needs.
3. Complies with departmental education requirements.
4. Promotes department philosophy and goals.
5. Fosters the developmental and educational process of orientees, students, and colleagues.
6. Maintains confidentiality of information regarding clients, students, colleagues, and the Salish Kootenai College network.
7. Treat others with respect and dignity, recognizing the uniqueness of clients, students, and colleagues.
8. Demonstrates and reinforces professional behaviors in self and colleagues.
9. Demonstrates honest and open review of peers with an effort to influence change positively.
10. Serves as an ambassador of Salish Kootenai College.
11. Promotes efficient and effective resource utilization.
12. Communicates effectively on one to one and as a team member.
13. Demonstrates accountability and timeliness for work assignments.

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