



HOUSEKEEPER/COOK JOB DESCRIPTION

Reporting Relationships:	Project Manager (Chain of Command)
Employment Status:	Full-Time, Hourly, Non-Exempt
Position Title:	Housekeeper/Cook
Location:	Hays, Montana
Preference:	Native American Preference, FBIC Veteran Preference

Position Summary:

The Housekeeper/Cook is responsible for maintaining a clean, sanitary, and organized kitchen, breakroom, and designated facility areas while providing daily meal preparation and support for special events. This position performs routine housekeeping and food service duties to promote a safe, welcoming, and efficient work environment and reports directly to the Project Manager.

Responsibilities:

- Prepare and maintain the daily salad bar, including cleanup and sanitation after service.
- Assist with and/or prepare meals and refreshments for staff, meetings, and other organizational functions as needed.
- Clean and maintain floors by sweeping, mopping, scrubbing, or vacuuming kitchens, offices, breakrooms, boardrooms, and restrooms.
- Clean windows, glass partitions, and mirrors throughout the facility.
- Dust and clean furniture, walls, machines, and equipment in assigned areas.
- Notify management of major repair needs or required additions to building systems.
- Monitor inventory and inform management of supplies and equipment needed for cleaning and maintenance duties.
- Set up and take down tables and related materials for events, meetings, and trainings.
- Clean, organize, and maintain storage areas and cabinets.
- Perform other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must be able to lift, carry, and/or move items weighing more than 25 pounds. While performing the duties of this job, the employee is regularly required to communicate effectively, including talking and hearing. The employee is frequently required to stand, walk, use hands to handle or feel objects, and reach with hands and arms.

Position Type / Hours of Work

This is a full-time position. Standard workdays are Monday through Friday; however, the schedule may vary from week to week. This position also requires flexibility to work nonstandard hours as needed.

Qualifications (Education, Experience & Requirements):

- High school diploma or GED required.
- Valid driver's license required.
- Previous cooking and housekeeping experience required.

Benefits:



- Health, vision, and dental insurance
- Company-paid life, accidental death, and dismemberment insurance
- Aflac large group options
- 401(k) retirement plan
- Dependent care program
- Employee assistance program
- Employee hardship assistance
- Education assistance
- Paid time off
- Paid holidays
- Gym membership assistance
- Employee referral program

Disclaimer

The preceding job description is intended to describe the general nature of the work performed, the level of knowledge and skills typically required, and the usual working conditions of this position. It is not intended to be, nor should it be interpreted as, a comprehensive list of all duties, responsibilities, or requirements associated with the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER

IMDG is an Equal Opportunity Employer, and except to the extent required by Native American Preference and Veteran Preference, IMDG prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, or any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

Island Mountain Development Group is a drug-free work environment. Pre-employment drug testing may be required. Applicants must consent to a background check.

Applications may be completed online at www.islandmtn.com.com.

To request application materials or submit an application, please contact:

Island Mountain Development Group, Human Resources Department
P.O. Box 470, Hays, Montana 59527 | Phone: 406-673-3031 | Fax: 406-673-3023
E-Mail: recruiting@islandmtn.com

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below acknowledges understanding of the position requirements, essential functions, and duties.

Employee _____ Date _____

“CREATING A SELF-SUSTAINING ECONOMY FROM WITHIN.”