Fort Belknap Indian Community
656 Agency Main Street
Fort Belknap Agency
Harlem, MT 59526
(406) 353-2205

TITLE: Program Manager/Head Cook
DEPARTMENT: Human Services
PROGRAM: General Fund: Seniors
Status: FTE: 8 hrs/day
Salary: $16.49/hr
Location: Lodge Pole Senior Center

SUPERVISION RECEIVED: Works under the direct supervision of the Fort Belknap Senior Citizens Director.
SUPERVISION EXERCISED: Supervises Cook’s Helpers and any volunteers in their work site.

GENERAL DESCRIPTION OF DUTIES:
Plan and prepares daily meals, 5 days per week, according to nutritional guidelines for the elderly.
Plan menus and prepare food order according to menus.
Maintains food and supply inventory current, store food according to date.
Maintain sanitary food prep, dining and food storage areas.
Maintain record of meal sold and document what funds are used for – keep receipts.
Prepare monthly meal counts and submit to Senior Citizens Director.
Prepare monthly report to be submitted to the Senior Citizens Director.
Submit and document any suspected cases of elder abuse to the appropriate agency.
Coordinate/network with other service agencies to provide activities/educational opportunities.
Plan fund raising activities for special events.
Deliver meals to home bound senior citizens upon request. (Vehicle availability and absence of driver).
Plan home visits to senior citizens homes to check on their well being.
Check on senior citizens via telephone during times of inclement weather to determine any needs.
Attend meetings and food handlers trainings related to senior citizen care.
Be consistent in work attendance.
Perform other necessary duties as needed for senior citizens.

SPECIAL SKILLS AND ABILITIES REQUIRED:
Must have working knowledge of practices and procedures for safe food preparation and storage, keep sanitation and safety procedures for institutional food service setting.
Must possess communication and computer skills.
Must be able to work well with the elderly, treat them in a respectful manner at all times.
Must be able to lift at least 50#.
Have current Montana Driver’s License.
Be an enrolled member of Fort Belknap Tribes.

EDUCATION:
High School diploma or GED minimum. Some college or other training preferred.

EXPERIENCE:
Two or more years in food-related service field.

SPECIAL CONDITIONS:
Will be subject to and must comply with Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free Testing Policy.
Must comply with Background Check Policy.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.