

**FORT BELKNAP INDIAN COMMUNITY
656 AGENCY MAIN STREET
FORT BELKNAP AGENCY
HARLEM, MT 59526
(406)353-2205**

TITLE:	Program Manager/Head Cook	STATUS: FTE: 8 HR/DAY
DEPARTMENT:	Human Services	SALARY: \$15.00 /hr
PROGRAM:	Title VI	LOCATION: Fort Belknap Agency Senior Center

SUPERVISION RECEIVED: Works under the direct supervision of Fort Belknap Senior Citizens Director

SUPERVISION EXERCISED: Supervises Cook's Helpers in their work site and other center staff when directed.

GENERAL DESCRIPTION OF DUTIES:

- Prepares meals for the daily meals, 5 days/week for senior citizens, age 60+.
- Prepares meals according to nutritional guidelines for the elderly.
- Prepare menus according to nutritional guidelines.
- Order food according to need, budget and inventory.
- Prepare reports as requested.
- Keep food and supply inventory current.
- Keep food storage clean and orderly, store food according to dates.
- Keep dining, food prep and storage areas sanitary at all times.
- Responsible for daily record keeping: Meal Counts, Center Activities, & Account for Meal Funds & Receipts for any purchases.
- Be consistent in work attendance.
- Be able to network with other programs and set up presentations for information and awareness for the senior citizens.
- Be able to set up social activities for the senior citizens to combat social isolation.
- Participate in fund raising activities.
- Participates in any training available during length of employment: Nutrition Training, Food Handler's Training, CPR/1st Aid – if available.

SPECIAL SKILLS AND ABILITIES REQUIRED:

Must have working knowledge of practices and procedures for safe food preparation, sanitation and safety procedures in an institutional food service setting.

Must be able to work well with the elderly and be respectful.

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, other related certificates in Food Service.

EXPERIENCE: Two – four years experience in food-related service field

SPECIAL CONDITIONS:

Will be subject to and must comply with the Fort Belknap Indian Community Council Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing 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.