

Blossom Quisno Memorial Child Care Center
Fort Belknap Child Care Program
656 Agency Main Street
Harlem, MT 59526
406-353-8503

TITLE: Cook

DEPARTMENT: General Services

STATUS: Full Time/Permanent

LOCATION: Fort Belknap Agency

SALARY: \$13.00/hour

SUPERVISION RECEIVED: Child Care Program Director

GENERAL DESCRIPTION OF DUTIES:

1. Order all food needed for preparation of weekly menu
2. Date all food items upon arrival and put away
3. Responsible to see that all food is properly stored in accordance with good health and sanitation regulations. (rotation of food and correct temperature in cold storage)
4. Responsible for planning and preparation of breakfast, lunch and snacks with assistance of Nutritionist
5. Required to attend all training and staff meetings
6. Responsible for the cleanliness of kitchen storage cupboards, countertops, freezers, stove and refrigerator at all times
7. Prepare and serve food in a clean and attractive manner
8. Responsible for keeping accurate breakfast, lunch and snack counts and monthly reporting to CACFP
9. Responsible for a continual inventory of all food, supplies, equipment, utensils etc.
10. Responsible for personal hygiene (wear an apron, hair net (hair must be covered), and gloves)
11. Help with staff activities when time permits
12. Submit monthly performance reports, prepare menu production records
13. Pick up after each meal and return dishes to kitchen
14. Wash and put away dishes
15. Sweep and mop kitchen area
16. Wash, dry and put away kitchen washcloths and towels.
17. Weekly major cleaning of kitchen and storage areas
18. Two 15-minute breaks are allowed per day
19. Phone calls limited to work duties. Cell phone use is limited to breaks and emergencies only
20. Assist in cleaning and sanitizing of BQMCCC when needed
21. Perform other duties as assigned
22. Responsible for performance of all above duties. Failure to comply will be grounds for disciplinary action.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess the ability to work as a team player
- Have to ability to work flexible hours when necessary
- Must be able to work independently with a minimum amount of supervision
- Must be able to implement, follow through and complete specific tasks, assignments and projects in a timely manner
- Professional at all times on work site
- Practice positive client/worker relationship and have good public relation skills
- Abide by all policies, procedures and guidelines of the BQMCCC and CACFP

QUALIFICATIONS:

1. High School diploma or HiSet
2. Experience with large quantity cooking, record keeping, ordering food and supplies, maintaining and submitting reports, planning menus and serving food according to regulations
3. Possess a valid Driver's License
4. Obtain first Aid/CPR card
5. Must have current physical and TB test

SPECIAL CONDITIONS:

To perform this position successfully, the employee must be able to perform each essential duty and task satisfactorily. All requirements listed above are representative of the knowledge, skills and abilities that are mandatory of this position. Reasonable accommodations may be made to enable individuals with Health Disabilities to perform essential functions.

1. Maintain CONFIDENTIALITY at all times except when directed to do so and/or when requested by law
2. Subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Testing Policy
3. Submit to a thorough criminal background check with includes criminal and work history
4. Must never have been convicted of a felony crime within his/her lifetime
5. Must have had no conviction of a misdemeanor in any jurisdiction within one (1) year of applying for position
6. Ability to work cooperatively with others
7. Possess a valid Montana driver's license

Indian Preference Employer as Required by Law

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.

I have read and understand the following description and qualifications listed above and agree to comply with all duties and responsibilities required. I understand Fort Belknap Child Care Program reserves the right to review this job description as the need arises.

Employee

Date:

HOW TO APPLY:

Submit application and resume' postmarked by the closing date to:

Human Resources Department
Fort Belknap Community Council
656 Agency Main Street
Harlem, MT 59526

Approved: _____
CAO