



HEAD HOUSEKEEPER/COOK JOB DESCRIPTION

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

Position Summary:

The Head Housekeeper/Cook is responsible for coordinating and performing daily housekeeping, kitchen sanitation, meal preparation, and event support duties for assigned IMDG facilities. This position helps ensure that kitchens, breakrooms, offices, meeting spaces, restrooms, and common areas are clean, safe, sanitary, organized, and welcoming. The Head Housekeeper/Cook prepares and maintains food service items, monitors supplies, supports meetings and organizational functions, and promptly communicates facility, equipment, or inventory needs to the Project Manager.

Responsibilities:

- Coordinate and perform daily housekeeping and kitchen duties to maintain clean, sanitary, organized, and safe assigned work areas.
- Prepare, stock, maintain, and clean the daily salad bar and other food service areas in accordance with sanitation and food safety expectations.
- Prepare or assist with meals, refreshments, and related setup for staff, meetings, trainings, special events, and other organizational functions.
- Clean and maintain kitchens, offices, breakrooms, boardrooms, restrooms, storage areas, and common spaces, including sweeping, mopping, scrubbing, vacuuming, dusting, and disinfecting surfaces.
- Clean windows, glass partitions, mirrors, furniture, walls, machines, appliances, fixtures, and equipment in assigned areas.
- Use, clean, store, and maintain housekeeping and kitchen equipment, tools, and supplies in a safe and appropriate manner.
- Monitor cleaning, kitchen, paper, and food service supply levels and notify management when supplies, equipment, or maintenance support are needed.
- Set up, arrange, and take down tables, chairs, food service items, and related materials for meetings, trainings, and events.
- Identify and report maintenance concerns, repair needs, safety hazards, or building system issues to the Project Manager in a timely manner.
- Maintain cabinets, storage areas, refrigerators, freezers, and food preparation spaces in a clean, orderly, and sanitary condition.
- Follow applicable workplace safety, sanitation, hygiene, and food handling procedures while performing assigned duties.
- Provide professional, courteous, and responsive service to employees, visitors, vendors, and guests.
- Perform other duties as assigned.

Physical Demands

The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this position. The employee is regularly required to stand, walk, bend, reach, lift, carry, push, pull, use hands and arms, and communicate effectively. The employee must be



able to lift, carry, and/or move items weighing more than 25 pounds and perform repetitive cleaning, food preparation, and setup tasks for extended periods.

Position Type / Hours of Work

This is a full-time, hourly, non-exempt position. Standard workdays are Monday through Friday; however, the schedule may vary based on business needs, meetings, events, trainings, or facility requirements. This position 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, housekeeping, custodial, food service, or related experience required.
- Knowledge of basic food preparation, kitchen sanitation, housekeeping procedures, and safe use of cleaning products and equipment preferred.
- Ability to follow instructions, manage time effectively, prioritize daily tasks, and work independently with limited supervision.
- Strong attention to detail, reliability, professionalism, and commitment to maintaining clean and safe work areas required.
- Ability to communicate professionally and work cooperatively with employees, supervisors, guests, and vendors.

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 satisfy each essential duty. 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

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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 _____