



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Cook**  
Schedule: **Full-time with benefits**  
Department: **Juvenile Detention Center**

**Monday – Friday Shift**

Salary: **\$14.28 per hour**  
Closing Date: **Open Until Filled**  
Administrator: **Shanna Bulik-Chism**

**At a minimum, all qualified applicants must have:**

**Education/Experience/Training:**

- High School Diploma, HSE or GED required.
- Two (2) years of experience in the food service industry required.

**Certifications:**

- Current ServSafe Food Handlers Certification or the ability to obtain within three (3) months of hire and maintain throughout employment.
- Valid Montana Driver's License required.

### JOB SUMMARY

The Cook is responsible for planning, preparing and serving nutritious, well-balanced meals while following all OPI (Office of Public Instruction) requirements and guidelines. Duties of this position will include strictly adhering to all food safety, handling and storage regulations, cleaning the kitchen and carts before and after meal preparation, washing, sanitizing and putting away dishes, sweeping, mopping and emptying trash daily, maintaining inventory, ordering supplies, preparing required daily, weekly and monthly reports, receiving incoming shipments, defrosting freezers, cleaning cabinets/refrigerators, laundry, help serve youth on the detention units as needed, effective time management and performing other related duties as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Cook performs wide variety of duties for meal planning, preparation, service of meals and clean up, cook or learn to cook from pre-determined menu and recipes and follow instructions and safety standards, follow all OPI requirements and guidelines, maintain strict adherence to all food safety regulations for proper handling and storage of food, acquire and maintain ServSafe Food Handler Certification, wash dishes, mop floors, empty trash and other cleaning tasks daily, receiving incoming shipments, demonstrate excellent customer service skills by interacting with the youth, public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner both in writing and orally, inventorying and ordering supplies, maintaining daily, weekly and monthly reports as required, follow all JDC and Cascade County policies and procedures, maintain consistent punctuality and attendance, perform other duties as required or assigned.

**Knowledge and understanding of:** OPI requirements and guidelines, food preparation and serving, ServSafe Food Handler requirements and certification, environmental health standards for food, inventory control, safety rules, procedures and practices.

**Skills in:** Planning, preparing and serving meals, public relations, customer service and communication, effective time management, observation of youth and their surroundings.

**Ability to:** Demonstrate an understanding and caring attitude toward youth, speak clearly and effectively in positive or negative situations, meet established timelines and/or deadlines and complete work in a timely manner, accept frequent change, delays or unexpected events, demonstrate flexibility in work schedule and duty assignment, maintain effective time management and organizational skills, analyze and compile information, read and interpret written information, follow verbal and written instructions, observe work hours and demonstrate punctuality, work collaboratively with management and co-workers, work independently and as a team member with minimal supervision, establish and maintain effective working relationships with other employees, management and members of the public, practice good public relations in support of the Juvenile Detention Center and its functions, observe established lines of authority, recognize problems that adversely affect the organization and its functions and offer positive suggestions for improvements, adhere to strict standards of confidentiality, observe and practice safety and security procedures.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**