

**Head Cook
Chinook Senior Center**

Blaine County has an opening at the Chinook Senior Center for a Head Cook (Full-Time). Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Head Cook

DEPARTMENT: Chinook Senior Center

ACCOUNTABLE TO: Chinook Senior Center Director

DATED: January 4, 2024

SUMMARY OF WORK: Head cooks are responsible for preparing the daily meal, with the help of an assistant cook at the Chinook Senior Center. They coordinate with kitchen staff and handle all food-related issues, including the ordering of food supplies, in conjunction with the Senior Center Director. Head cooks encourage hygiene guidelines in accordance with ServeSafe compliance.

The head cook ensures that food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters. The head cook maintains the quality of food by daily checking the available resources & preparing an order, in conjunction with the Senior Center Director. The head cook must ensure that the kitchen and all work areas are clean at all times, by coordinating with the assistant cook.

Hours of responsibility are Mon.-Fri., normally from 7:00 a.m. to 1:00. Hours can vary, depending upon the menu. Also, the head cook is responsible for preparing an order of Caramel Rolls, each Thursday morning. These are to be started on Wed., & fully baked & presented to the public by 7:00 a.m. on Thursdays.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Deals tactfully and courteously with the public.
- Have impeccable hygiene.
- Observes work hours.
- Demonstrates punctuality.

- Establishes and maintains effective working relationships.

PHYSICAL REQUIRMENTS:

Standing, walking, reaching, and lifting/carrying up to 50 lbs.

WORKING CONDITIONS:

Work physically near others. Are often exposed to hot and cold temperatures, such as when working near ovens or retrieving food from freezers. Often work in a noisy and distracting environment.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- At least one years' experience in the preparation of food service.

**Head Cook – Chinook Senior Center
Position Fact Sheet**

Work Week:	Hours of responsibility are Mon.-Fri., normally from 7:00 a.m. to 1:00. Hours can vary, depending upon the menu. Also, the head cook is responsible for preparing an order of Caramel Rolls, each Thursday morning. These are to be started on Wed., & fully baked & presented to the public by 7:00 a.m. on Thursdays.
Salary:	\$18 per hour.
Health Insurance:	County contributes \$1,200.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months