

JOB OPENING

Job Title: Kitchen Assistant
Hours: 36 hours per week; 40-52 weeks per year
Closes: 5:00 pm, Monday, December 16, 2024
Department: NMCDC – Head Start
Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Kitchen Assistant. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: Plans and implements timely food service to classrooms, prepares nutritious snacks, and provides cleaning and sanitation of all kitchen areas.

Wage: \$15.79 per hour

Hours: 36 hours per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with at least a high school diploma or equivalent (GED or HSE). Must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

I don't have my high school diploma or equivalent, can I still apply? Yes, District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

Application Deadline: 5:00pm, Monday, December 16, 2024

To Apply, Submit the Following:

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122



2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Kitchen Assistant

Wage: \$15.79 per hour

Hours: 36 hours per week, 40-52 weeks per year

APPLICATION DEADLINE: 5:00pm, Monday, December 16, 2024

PLEASE PROVIDE

1. LETTER OF INTEREST STATING YOUR QUALIFICATIONS FOR THE POSITION AND WHY YOU ARE INTERESTED IN WORKING FOR HRDC/NMCDC
2. CURRENT RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED APPLICATION COVER SHEET
5. COMPLETED HRDC EMPLOYMENT APPLICATION

POSITION SUMMARY: Plans and implements timely food service to classrooms, prepares nutritious snacks, and provides cleaning and sanitation of all kitchen areas.

MAJOR RESPONSIBILITIES:

1. Receive daily food delivery and document receipt.
2. Prepare food as necessary and ensure that food is kept fresh and at proper temperature.
3. Prepare special diets and snacks in accordance with food program requirements and with assistance from Health and Nutrition Manager and/or dietitian.
4. Plan and implement timely food service to classrooms.
5. Pay high attention to detail to ensure special dietary restrictions are being met.
6. Maintain all CACFP records
7. Reload the transporting carts with the dirty dishes and deliver out to pickup area on time
8. Maintain disposable dish supplies

ADDITIONAL RESPONSIBILITIES:

1. Provide daily clean-up after meals including all dirty dishes and utensils.
2. Record refrigerator temperatures weekly as required by the Child Adult Care Food Program.
3. Cleans and sanitizes all kitchen areas and equipment daily, weekly, and monthly, including monthly cleaning of supply shelves and walk-in cooler and classroom refrigerators
4. Shop for food to meet special dietary requirements as needed.
5. Fill out and use purchase orders.
6. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Must be at least 18.
2. Must have high school diploma or High School Equivalency.
3. Attend Child and Adult Care Food Program training at first available opportunity in order to learn food program requirements.

Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy

ADDITIONAL INFORMATION:

- 1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
- 2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
- 3. *Occasional travel for trainings may be required.*
- 4. *Background Check required before applicant is hired.*
- 5. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
- 6. *Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

- 1. **From the Job Description for a Kitchen Assistant please tell us what experience you have had that qualifies you for this position.**

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**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Kitchen Assistant	SUPERVISOR: Health Services Manager/Health Advocate
PROBATIONARY PERIOD: 1 year	SUPERVISES: None
EMPLOYMENT HOURS: 36 per week	WEEKS PER YEAR: 40-52 weeks per year
Grade: 9	Starting Wage: \$15.79
POSITION SUMMARY: Plans and implements timely food service to classrooms, prepares nutritious snacks, and provides cleaning and sanitation of all kitchen areas.	

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MINIMUM QUALIFICATIONS:

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4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - Current immunizations
 - i. MMR
 - ii. TDap
 - Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
 - Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
 - Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
2. Must meet food handler's requirements
3. At all times demonstrate cooperative behavior with colleagues and supervisors.

4. Ability to communicate effectively and clearly both verbally and in writing.
5. Sensitive to needs of low income individuals
6. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.
7. Ability to work independently, take initiative, and problem solve.
8. Ability to communicate effectively with diverse cultural and socio-economic groups.
9. Must be able to maintain confidentiality concerning staff and clients.
10. Must be able to work positively with infants, toddlers and preschool children.
11. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
12. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on a very frequent basis.
2. Go up and down stairs several times per day
3. Frequent exposure to multiple disagreeable elements, at least one is intense. Disagreeable elements include loud noise, heat, cold, odors, hot foods, noise, wetness and inability to control pace.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743



WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No
 Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual