

Western MT Mental Health Center – Recovery Center Missoula
1201 Wyoming St.
Missoula, MT 59801
Phone: (406) 532-9900
Fax: (406) 532-9901

POSITION: Kitchen Staff
HOURS: Part Time – 10 hour shifts on Saturdays and Sundays
CLOSE DATE: OPEN UNTIL FILLED
ACCOUNTABILITY: Under supervision of the Kitchen Manager

JOB SUMMARY: Under general supervision, handles and prepares food and performs cleanup of the kitchen.

Essential Duties & Responsibilities:

- Handles food in accordance with sanitation regulations, infection control policies.
- Maintains high standards of quality preparation and portion control using standardized recipes and in appropriate quantities to meet menu requirements.
- Adapts to and maintains a daily work routine to function proficiently in the following areas: dish room, food prep, stocking, and overall cleanliness of the kitchen.

Competencies:

- Ability to establish and maintain effective working relationships with supervised employees, colleagues and residents of the treatment center.
- To communicate verbally and in writing; to follow written and verbal instructions.
- Perform duties with minimal supervision.

Knowledge & Skills:

- Must have the necessary technical skills to maintain high standards of food preparation.
- Must have the skill and ability to operate kitchen equipment.
- Read, write, follow oral and written directions and pay attention to details.

Education: High School Diploma or GED preferred.

Experience:

One-year experience in quality food preparation. Completion of some cooking classes preferred and/or formal on-the-job training. Certificate of successful completion of the ServSafe program.