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## **Opportunities, Inc.**

"Helping People,  
Changing Lives"

### **Job Opening Announcement- Staff/Public**

November 14th-18th, 2022 closing at 1:00  
pm or until filled. "EOE"

**Job Title:** Head Start Cook

**Salary:** \$17.00 +full benefits

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#### **Overall Responsibilities:**

- 1.Ensure the compliance with performance standards in the preparation, storage, and clean-up of meals provided to/by Head Start.
2. Planning and cooking meals for the Head Start program.
3. Purchase and order food keeping accurate records that meet all guidelines of the Child Adult Care Food Program and Head Start Policies
4. Must adhere to all Program Policies and Procedures; Agency Policies and Procedures; State and Federal Guidelines; Head Start Program Performance Standards and Work Plans.
5. Will be expected to become completely familiar with the Agency's mission and philosophy, and fully participate in promoting the accomplishments of the Agency goals and objectives.
6. Must be an advocate for the low and fixed income, and promote social and economic justice.

#### **Qualifications:**

1. Must be able to perform Essential Functions/Special Requirements of the job.
2. Must have high school diploma or high school equivalency.
3. Two (2) years prior experience in a related field.
4. Ten (10) formal training hours in a combination of food preparation and nutrition. Knowledge of modified diets preferred.
5. Proven ability to plan menus, maintain food records and inventories and prepare meals for an institutional type setting.
6. Occasional evening meetings
7. Must be able to stand for extended periods of time.
8. Must have a valid Montana Driver's License, MT required vehicle insurance, and a good driving record.
9. Must not have any prior convictions of physical or sexual abuse of children.
10. Must be able to comply with background check, inclusive of fingerprints, as required by the Agency and/or Montana Day Care Licensing Agency.
11. Must be able to occasionally lift up to 50 pounds.
12. Must be able to bend, stoop and knee.

**An Opportunities, Inc. Employment Application must be completed for consideration. email scanned pdf applications to [hr@gfoppinc.org](mailto:hr@gfoppinc.org)**

**You may request the application and a complete job description by calling 406-761-0310.**