

The Gathering Place: A Child Learning Center

Owned and operated by Bozeman United Methodist Church

Bozeman United Methodist Church exists to share God's love and justice with the world. BUMC prohibits discrimination based on race, religion, sexual orientation, gender identity, national origin, disability, or age. All qualified applicants are welcome to apply.

Job Description: Cook

Under direct supervision, will be responsible for planning, cooking and the education program in accordance with the policies, procedures, and philosophy of *The Gathering Place: A Child Learning Center*, and state and federal regulations as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this job:

- The cook prepares the food for ALL the classrooms at A Gathering Place at Bozeman UMC
- Cook will help serve the food in the classroom helping teachers with family style seating and assisting in clean up procedures
- Understand and develop recipes for serving large numbers of meals based off of the Montana CACFP guidelines
- Participates in grocery shopping with supervisor for weekly meal planning and preparation
- Stores or dispenses of excess food properly
- Keeps equipment and area clean in kitchen following guidelines for cleanliness and washing regimen
- Follows all health and safety guidelines as required by law in Montana state
- Assists with inventory and completes required reports based off of the CACFP
- Must be able to lift/carry 30-50 pounds
- Perform related duties as assigned by supervisor

EDUCATION/EXPERIENCE/CERTIFICATION

Lead Cook:

- HS diploma or GED certificate required
- Food Handlers Permit required

- Preferred 1 year experience in food service
- CPR/First Aid Certified
- Must have a valid driver's license
- Satisfactory results from criminal check as required by Child/Adult Abuse Act
- Updated vaccinations and immunizations including TB test and Tetanus vaccination

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

- Enhances program quality, participates in evaluation of self and program every 6 months
- Attends mandatory program training and local/out-of-town trainings as applicable
- Maintains continued education units and licensure as required
- Register and update annually online with the Montana Early Care and Education Practitioner Registry

SCHEDULE/WAGE REQUIREMENTS

- Job Starting Date: August 1st, 2019
- Job Status: this is a full time, hourly, non-exempt position
- Schedule: 40 hrs/week 7:30am-4:00pm Monday-Friday (30 min lunch break)
- Wage: \$13.00-\$14.00/hr plus benefits, (retirement matching and generous PTO time)

To apply, email Katie Estes, Director at katie@bozemanumc.org with your cover letter, resume, and professional references. Or bring documents to 121 S. Willson Ave., Bozeman, MT 59715.