



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

*“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”*

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### **Assistant Cook—Summer Nutrition Program**

**Employment/FLSA Status: Full-Time (30 hrs. a week)/Non-Exempt/Seasonal**

**Wage: \$11.36 per hour**

#### **Duties and Responsibilities:**

- Performs tasks related to the preparation and service of food and beverages to youth.
- Maintain daily cleanliness of food service and work areas. This will be accomplished by performing duties such as wiping tables, sweeping and mopping floors.
- Ensure food service and work areas are free of litter.
- Monitors and keeps milk cooler, freezer and refrigerator clean and odor free.
- Keeps utensils and serving items clean and stocked.
- Completes daily “Receiving Form” (meal counts, meal evaluation, temperature etc.).
- Utilizes uniform portion control list to ensure proper meal portions.
- Exhibits friendly and courteous behavior at all times when serving children.
- Demonstrates safe behavior at all times.
- Observes established Health Department regulations regarding food service sanitation.
- Observes U.S.D.A. “Point of Sale” and serving guidelines.
- Perform other related duties as assigned.

#### **Qualifications:**

- High School Diploma or GED
- Valid MT Drivers’ License/Insurable
- Able to lift and move up to 25 pounds

#### **Benefits:**

- Optional retirement benefits through the Montana Public Employees Retirement System (PERS). Benefit includes employer contribution.

#### **How to Apply:**

Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org).

#### **This Position is Open Until Filled**

*Action Inc. - Human Resources Council District XII Is an Equal Opportunity Employer  
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*