

Cook

Part-Time Cook position is available at the Range Mental Health Center in Virginia. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted by October 19, 2017 via one of the following options:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: rtardy@rangementalhealth.org

Essential Functions:

1. Prepare and serve meals that meet nutritional needs for the people we support per planned menu
2. Prepare and maintain the kitchen for food preparation
3. Prepare and maintain dining and food service areas
4. Clean dishes, kitchen, and dining areas following the food preparation and service
5. Package food products for delivery to other RMHC locations
6. Assist driver with loading of food transportation containers into vehicle
7. Supervise the people we support at meal time and report any concerns to direct supervisor if applicable
8. Perform duties per standards set by supervisors and regulatory agencies
9. Assist with purchasing commodities or creation of menus as assigned
10. Monitor inventory and report needs or shortages to supervisor
11. Communicate with coworkers, supervisors, the people we support, and vendors as needed to convey
12. information necessary to complete assignments
13. All other duties as assigned.

Educational Requirement(s)

1. High school graduate or equivalency
2. Food Safe Certification

Skills Required:

1. Ability to identify, understand, and respond to needs of others
2. Non-judgmental attitude toward persons with disabilities
3. Ability to organize and prioritize work effectively
4. Sufficient command of the English language to be able to effectively communicate in writing with co-workers, the people we support and outside parties via paper and electronic means
5. Sufficient command of the English language to be able to effectively communicate verbally with co-workers, the people we support, and outside parties in person and via telephone
6. Flexibility to meet demands in in a fluid and changing environment
7. Ability to exercise sound judgment in the performance of prescribed functions with the ability to maintain confidentiality as required per RMHC policy or procedure
8. Philosophical approach consistent with RMHC's mission

Physical Standards

1. Sufficient hearing acuity to accurately interact with a client, whether on the phone or in person
2. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood
3. Maintain an acceptable level of cleanliness and physical appearance
4. Ability to stand for extended periods of time; Ability to climb stairs
5. Ability to lift and maneuver items weighing 35-50 pounds
6. Handwriting ability so as to be sufficiently legible for completion of written reports, envelopes, and other clerical tasks
7. Ability to deal with significant daily stress.

EOE/AA