**Job Title:** Cook  
**Position Type:** Part Time  
**Location:** Tatanka Tibi Café'  
**Date Closing:** July 31, 2015

Fax or E-mail resume to:  
(406) 768-6301 or mday@fpcc.edu  
www.fpcc.edu

**Mail:**  
Michelle Day, HR/Payroll Manager  
Fort Peck Community College  
P.O. Box 398  
Poplar, Montana 59255

Submit the following for employment:  
1. Letter of Interest  
2. FPCC Application  
3. Current Curriculum Vitae  
4. College Transcripts (copies are acceptable)  
5. 3 Letters of Professional References

---

**Job Description**

The college seeks a cook who will prepare and cook family style meals for students, FPCC staff and the community. The duties are as follows:

- Must be able to cook food in quantities according to the menu and the number of persons served
- Ability to work a cash register
- Wash dishes
- Bake bread & pastries
- Cut meat
- Plan weekly menu, taking advantage of foods in season and local availability
- Serve meals
- Order supplies
- Keep inventory
- Keep records & Account

---

**EDUCATIONAL QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED).
- Food Handlers Certificate
- Computer skills
- 3 months related experience and/or training.
- Or equivalent combination of education & experience.

---

**QUALIFICATIONS:**

- Basic math skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent
- Ability to follow direction
- Ability to read, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write a report or correspondence
- Ability to speak effectively before students, customers and employees of FPCC
- Ability to stand for long periods of time
- Ability to lift or move up to 50 pounds
- Must be trustworthy

~All new applicants are subject to a Pre-Employment Drug Screening and Background Check~