

Yellowstone Kelly's Catering
Army National Guard
Job Titles / Duties / Pay Scales 2017

Yellowstone Kelly's Catering is looking for new team members. Our Fort Harrison operation in Helena, MT operates year-round with the peak season between Memorial Day and Labor Day.

We are looking for capable people to be available for that period or a portion of it. We have the need for cooks, food preparation personnel and general labor personnel. A valid driver's license is required to operate any vehicle on base.

Employees must be prepared to work shifts of 4 to 16 hours per day. This includes long hours on one's feet, lifting, loading and unloading supplies, ware washing, equipment cleaning, food serving, and food preparation.

The pay depends on experience, but usually starts around \$10.00 per hour base with a health and welfare stipend of \$4.27 per hour added on during the first 40 hours of a work week. After 40 hours have been worked during the week the overtime pay rate is 1.5 times the base. Paid holidays. Our work week runs Sunday through Saturday.

Interested personnel should fill out our application including a brief work history and personal and work references.

Cook 2 - \$12.65 / hr.

Responsible for preparation and production of food items (menus):

- A. Cooking of Menued food items
- B. Utilization of food products and leftovers (quality control).
- C. Supervise employees when designated shift leader.
- D. All sanitation duties assigned by unit leader.
- E. Equipment upkeep and minor repairs and maintenance
- F. Input into menu planning
- G. Other job related duties assigned by unit supervisor
- H. Should have a certificate from the Food Protection Certification Program or Equivalent

Cook 1 - \$11.22 / hr.

Responsible for assisting in production of food.

- A. Preparation of entrees, salads, other menu items as assigned by Cook 1 or supervisor and store keeper
- B. Unit sanitation duties and equipment upkeep
- C. Other job related duties assigned by Cook 1 or supervisor
- D. Should have a certificate from the Food Protection Certification Program or Equivalent

Food Service Worker - \$10.15 / hr.

- A. Assist in dishwashing, food storage duties, kitchen sanitation, and area maintenance.
- B. Assist in setting up and taking down camp
- C. Help load and unload vehicles.
- D. Help provide service during feeding time
- E. Other duties assigned by supervisor.

Additionally, YKC follows the Service Contract Act wage determination for prevailing wages which currently allows for a \$4.27/hr. (or prevailing) health and welfare allowance up to 40 hours per week while working on federal contract.

Alcohol Free / Drug Testing Program with DISA. Employees are not permitted to use alcohol or illegal drugs during working hours and will be terminated if suspected of or found to be under the influence of or possessing any intoxicant, controlled substance, or drug (except as prescribed by a licensed physician) either during working hours or while driving a Yellowstone Kelly's Catering vehicle. This includes drinking during or immediately prior (within 8 hrs if driving a vehicle) of a scheduled shift or trip.

While on site, base or fire camp, alcohol and drugs are not permitted on the premises – possession of illegal substances on site by any employee is grounds for IMMEDIATE termination and removal from camp.

Sexual Harassment in the work place: It is the policy of Yellowstone Kelly's Catering to not tolerate verbal or physical conduct by any employee, visitor, or any other individual involved with our business that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. Sexual harassment and any other type of harassment on the basis of membership in a lawfully protected category are prohibited.

Safe Food Handling: Cook 2s are required to complete ServSafe Food Management training. Food handlers are required to complete a food handler's course. All Yellowstone Kelly's Catering employees are required to complete a food handler's course