



JJJ WILDERNESS RANCH
 PO BOX 310 ~ AUGUSTA, MONTANA 59410
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 www.triplejranch.com

ASSISTANT COOK JOB APPLICATION

This position supervises all activities associated with staff breakfast and prepares daily baked goods. This includes, but is not limited to these responsibilities:

- Prepares 6:30 am breakfast for 10-12 staff
- Assists Head Chef with 8:30 am breakfast for 15-20 guests
- Daily baking of homemade breads, desserts, cookies, etc.
- Assists Chef with sack lunches, any prep work, etc. as needed.
- Assists in serving meals family, plated or buffet style in the dining room or at our cookout site.
- Assists with handling of storage of leftover items, cleaning of kitchen after meals.
- Helps manage food and supplies inventories.
- Keeps the kitchen clean and sanitary at all times.
- When the Head Cook is off, will be in charge of the kitchen, staff & food.
- Helps out other staff when needed to get the job done to provide guests with a safe and delightful ranch experience.

REQUIREMENTS:

- Strong conscientious work ethic and positive attitude
- Extensive baking and general cooking experience preferred.
- Individual who is flexible, organized, able to plan and manage, and can work well with others in a high paced environment. The kitchen staff must collaborate, plan and generally get along VERY well. Must be able to interact with guests in a friendly and social manner.
- Must be able to lift 30 lbs. and stand on feet for up to 8 hours a day

PERSONAL INFORMATION

NAME: _____ DATE: _____

HOME ADDRESS: _____

SCHOOL ADDRESS: _____

To which address shall we send correspondence: { } School { } Home

PHONE NUMBERS: _____ SOCIAL SECURITY #: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ (You must be at least 18 years old to work at JJJ Wilderness Ranch)

CAN YOU VERIFY YOUR LEGAL RIGHT TO WORK IN THE U.S.? _____

DO YOU HAVE A VALID DRIVER'S LICENSE? _____

Driver's License Number: _____ Driver's License State: _____ Driver's License Expiration: _____

In the last 3 years have you received a ticket for a moving violation or been involved in a traffic accident? _____ If yes, explain:

Has your license ever been suspended or revoked? _____ If yes, explain: _____

Have you ever been convicted of and/or pled no contest to a felony? _____ If yes, explain: _____

HOW DID YOU FIND OUT ABOUT EMPLOYMENT OPPORTUNITIES WITH THE TRIPLE J? _____

APPLICATION INFORMATION

EARLIEST DATE AVAILABLE FOR EMPLOYEMENT: _____

MUST LEAVE BY WHAT DATE: _____

FIRST DESIRED JOB CHOICE: _____

SECOND CHOICE: _____

ARE YOU APPLYING WITH A FRIEND? { } Y { } N ; WILL YOU ACCEPT THE JOB IF YOUR FRIEND ISN'T HIRED? _

EDUCATION

HIGH SCHOOL NAME & LOCATION: _____

Dates Attended: _____ { } Graduated

COLLEGE, TECHNICAL OR CULINARY SCHOOL: _____

Major Field or Degree Received: _____

Dates Attended: _____ { } Graduated

DO YOU HAVE A CURRENT CPR AND/OR FIRST AID CARD? _____
If so, date of expiration: _____

WORK EXPERIENCE - LIST MOST RECENT & APPLICABLE EMPLOYMENT EXPERIENCE

Please be thorough and specific. We do not hire without checking references! Use additional page if necessary

CURRENT OR MOST RECENT EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

SECOND EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

THIRD EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

CHARACTER REFERENCE: (non-relative)
NAME: _____ TELEPHONE: _____
ADDRESS: _____

The JJJ Wilderness Ranch is an equal opportunity employer and selects the best qualified individuals for the job based on job-related qualifications regardless of race, color, sex, religion, age, or disability. I certify that all information provided on this application and other papers is correct to the best of my knowledge, and that if it should be found that any information presented is untruthful, or omission of fact either on this application or during the hiring process, it may jeopardize my hiring, or if hired, I may be terminated for it.

I understand that this document does not constitute an employment contract. I understand that if hired, my employment is at-will, and that my employment and compensation can be terminated with or without cause, and with or without notice at any time. If hired, I will abide by the Staff Policy Manual of JJJ Wilderness Ranch.

I voluntarily consent to authorize any individual, company or institution with whom I have been associated with in any capacity to furnish direct to JJJ Wilderness Ranch their record of my services, my reason for leaving their employ, whatever information they may have with respect to my character and reputation, and any other information they have concerning me, whether it is a matter of record or not. I release and agree to hold harmless the individual, company or institution for all liability for any damages whatsoever incurred in furnishing such information. To accept these terms, sign full name and today's date.

APPLICANT SIGNATURE DATE

BREAKFAST COOK/ASSISTANT COOK APPLICATION

The following questions are a way for us to get to know you better, as a personal interview is often not possible. Please include a recent picture so we can see who we are visiting with.

Please explain your experience in cooking. Have you ever cooked at a Dude Ranch, or restaurant?

What is your experience in baking breads, pies, cookies, and desserts? Explain.

Are you comfortable with cooking breakfast?

What size of groups have you cooked for? Explain.

How do you work with others in the kitchen? Are you a team player?

How do you handle a high paced work environment?

How do you handle working alone?

Do you take positive correction well?

Rate your ability to get acquainted with new people. Do you enjoy meeting new people?

What do you like to do in your free time?

Are you currently certified in CPR ____ If not, could you be prior to arrival, if hired?

Do you have any special talents, hobbies, or musical talents to entertain our guests?

Why do you feel you would be an asset to the Triple J?

PLEASE RATE YOUR ABILITY

SKILLS	No Experience	Limited Experience	Fairly Confident	Very Experienced
BAKING – Breads, Pastries, etc				
Desserts				
Salads				
Side Dishes				
SAUTEE – Vegetables, etc.				
Sauces, Marinades				
Grilling (gas grill)				
Grilling (over charcoal or campfire)				
Roasting (pot roast, meats, etc)				
Time Management				
Kitchen Management				
Kitchen Cleanliness				

Feel free to explain any of the above:

What are your favorite foods or signature dish?