

**NORTHERN CHEYENNE TRIBE
ELDERLY PROGRAM**

POSITION: Assistant Cook/Delivery Driver (4 positions)

SALARY: \$13.00

DEPARTMENT: Northern Cheyenne Elderly Program

CLASSIFICATION: Temporary up to 90 days, not to exceed 4 hrs/day

SUPERVISOR: Elderly Director

OPENING DATE: June 10, 2020

CLOSING DATE: Open until filled

How To Apply: Submit a complete Tribal application, Tribal I.D. or Tribal Certification, a Safe Food Handler's Certification and a Valid Montana Driver's License, and a current TB skin test. Submit application to: **Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

Assist in the Planning, preparing, and serving/delivering meals for the Northern Cheyenne Elderly Program which meets their daily nutritional needs. Performs job duties in a manner which supports and advocates overall objectives of the Elderly Program.

JOB CHARACTERISTICS:

Nature of work: This position is **responsible** for assisting in the daily preparation of a nutritious daily meal of large quantity/quality for tribal elders. Incumbent is required to adhere to strict safety procedures when dealing with hot stoves and/or liquids. Requires high standards of sanitation.

Personal Contacts: Will have contact with other employees and with the public. May be required to assist in ordering supplies. Extensive contact with elderly clients.

Supervision Received: Works with the Cooks, other Elderly Program staff will be under the direct supervision of the Program Director.

Essential Functions: Assist in the Plans and prepares meals from raw foodstuffs. **Requires** the ability to lift and carry heavy containers (50 lbs min.), reach kitchen equipment, appliances and use kitchen utensils when needed. **Must** be able to sweep, mop, and scrub after each meal. Must have the ability to read, write and keep records accurately. Must be willing to transport the meals to the Elderly Clients. Must keep vehicles clean and free from any food debris and garbage.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

In consultation with the Head Cook will assist in the planning of the daily menu to meet the scheduled requirements.

Utilize food preparation methods which preserves the food nutrients and follows standard sanitation practices. Stores and cares for food properly, efficiently using available space and utensils.

Assist in the cleaning of the entire kitchen area after meal times. This includes washing dishes, sweeping, mopping, and storing food properly.

Adheres to all applicable health, sanitation and safety rules in performance of job.

Accepts responsibility to use initiative to recognize and complete tasks as they arise.

Promotes and maintains confidentiality related to all Elderly Program clients and staff.

Attends staff meetings, in-service training, and workshops as may be required.

Assists the Head Cook if needed in the Updates of daily and monthly meal counts

Performs other related duties as required.

Deliver meals to the Elderly all locally, or in the surrounding reservation districts.

JOB REQUIREMENTS:

Knowledge: This position **requires** a thorough knowledge and experience in proper food preparation for large quantities, nutritional standards and storage methods. General knowledge and experience in managing a food budget is required.

Skills: This position **requires** skills in preparing nutritious and diabetic-friendly meals from raw foods to meet daily schedule; maintain cleanliness of kitchen, interpret and carry out instructions, promote good public relations; conduct oneself in a professional manner on the job; initiate and implement program goals; maintains a positive approach, focusing on the program goals and elderly needs; communicates effectively with the public both orally and in writing; establishes effective working relationships with fellow employees, supervisors, and the public.

Must have good driving ability to provide safe deliverance of meals. Must be knowledgeable of the Lame Deer and surrounding districts.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Assisting in the Preparation of nutritionally well-balanced meals.
- Leaves kitchen in a clean manner.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- **Must** agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma **preferred**.
- **Valid Montana Driver's License**
- Experience cooking and baking in large quantities.
- Knowledge of nutrition and proper diets for diabetics
- **Must possess** a Safe Food Handler's Certification
- Pass a tuberculosis screen test