

**NORTHERN CHEYENNE TRIBE
ELDERLY PROGRAM
JOB RE-ADVERTISEMENT
2018 #6**

POSITION: Cook – Lame Deer Site

SALARY: \$8.50 per hour

DEPARTMENT: Northern Cheyenne Elderly Program

SUPERVISOR: Elderly Director

OPENING DATE: 10/26/18

CLOSING DATE: 11/9/18

How To Apply: Submit a completed application, **RESUME**' (3) current (within 1 year of today's date) letters of reference, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification, current copies of credentials/High School Diploma (**preferred**) and a Safe Food Handler's Certification to: Northern Cheyenne Tribe, attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION AND WOULD LIKE YOUR APPLICATION RE-SUBMITTED, PLEASE COME DOWN TO THE H.R. OFFICE AND RE-SUBMIT AN UPDATED TRIBAL APPLICATION. THANK YOU

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

Planning, preparing, and serving noon meal 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 the daily preparation of a nutritious daily noon meal of large quantity/quality for tribal elders from raw foods including fresh bread baking. Incumbent is required to adhere to strict safety procedures when dealing with hot stoves and/or liquids. Requires high standards of sanitation.

Personal Contacts: Minimal contact with other employees. Limited contact with public, when ordering supplies. Extensive contact with elderly clients.

Supervision Received: Works independently with minimal supervision.

Essential Functions: **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.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

In consultation with a Certified Nutritionist, **plans** the daily menu to meet the noon schedule.

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.

Cleans 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.

Updates daily and monthly meal counts

Performs other related duties as required.

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.

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.
- Prepares nutritionally well-balanced meals.
- Stays within the budget for groceries and supplies.
- Accurately records meal numbers.
- Leaves kitchen in a clean manner.
- Maintains accurately and timely records.
- 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**.
- Experience cooking and baking in large quantities.
- Knowledge of nutrition and proper diets for diabetics
- **Must possess** a Safe Food Handler's Certification
- Pass annual physical examination and tuberculosis screen test