

**NORTHERN CHEYENNE TRIBE  
ELDERLY**

**POSITION:** Cooks Helper

**SALARY:** DOE

**DEPARTMENT:** Elderly Program

**SUPERVISOR:** Director

**CLASSIFICATION:** Part-Time, Covered, non-exempt

**OPENING DATE:** November 10, 2022

**CLOSING DATE:** November 30 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** Assists in planning, preparing, and serving meals for the Northern Cheyenne Elderly Program which meets their daily nutritional needs. Performs job duties in a manner which supports overall objectives of the Elderly Program.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position prepares nutritional meals involving large quantity of food preparation. Requires adheres to safety procedures in dealing with hot stoves and liquids. Requires maintaining standards of sanitation.

**Personal Contacts:** Daily contact with other employees and the Elderly. Limited contact with public, when ordering supplies.

**Supervision Received:** Works independently with minimal supervision.

**Supervision Exercised:** General supervision of two Cook's Helpers that may be provided as needed.

**Essential Functions:** Assist in planning and preparing meals, required ability to lift heavy containers, reach kitchen equipment and appliances, and use kitchen utensils. Must be able to travel to obtain supplies. Must be able to sweep, mop and scrub. Must have ability to read, write and keep records accurately.

## **AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Utilizes food preparation methods that preserve the food's nutrients and exhibit sanitary 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 performances of job.

Accepts responsibility to use own 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.

Performs other related duties as required.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires the knowledge of proper food preparation for large quantities, nutrition, and storage methods. General knowledge of managing within a budget is required.

**Skills:** This position requires the ability to: provide nutritional meals; adhere to a budget; plan and order groceries and supplies accordingly; maintain cleanliness of kitchen; interpret and carry out instructions; promote good public relations; conduct self in a professional manner on the job; communicate effectively working relationships with fellow employees, supervisors, and the public.

## **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.
- Minimum of one year experience in nutrition and proper diets is required.
- Must pass an annual physical examination and Tuberculosis test.

## **JOB PERFORMANCE STANDARDS:**

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

- Performs assigned duties.
- Prepares nutritionally well-balanced meals.
- 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.
- Stays within the budget for groceries and supplies.
- Accurately records meal numbers.
- Leaves kitchen in a clean manner.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely records.