

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Children's Nutrition Program Cook  
Department: Education  
Reports To: Education Manager  
Status: Hourly  
Prepared By: J Pendergrass  
Prepared Date: 07/2007  
Approved By: G Green  
Approved Date: 08/2007

**Summary:** Supervises the overall food purchasing, preparation, and serving of Tribal functions and activities such as the ECEAP Food Program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Consult with Dietitian regarding menu planning, preparation, etc.

Plan meals and other food events.

Prepares menus for ECEAP food programs.

Follows current nutritional practices for each group.

Shops for food and oversees the storage, use and replacement of foods and kitchen supplies.

Responsible for checking purchase orders, receipts and related matters for operation of kitchen.

Enforces proper sanitary food handling processes and cleanliness of kitchen.

Compiles and submits a variety of reports in a timely manner.

Implements and monitors food storage control.

Cleans kitchen and utensils.

Assist with day care as needed.

Other duties as assigned.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or GED, or willing to obtain a GED within 8 months of hiring.

### **Language Skills**

Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet Software, and Publisher Software.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license. Valid and current Food Handler's Permit. Adult & Children First Aid/CPR, Blood Pathogen training. Must be able to pass a Criminal History Background Check per 25 USC. Current negative TB Test required.

## **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

**Culturally Sensitive:** This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Duties:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**