

# **Sauk-Suiattle Indian Tribe**

## **Job Description**

**Job Title:** Elders Program Cook's Aide  
**Department:** Elders Program  
**Reports To:** Elders Program Manager  
**Status:** Hourly  
**Prepared Date:** 07/06/16 (Updated)

**Summary:** Provides Nutritional Meals for Elders Program, Assists Elders Program Manager in food preparation for Elders and Other special events.

### **Essential Duties and Responsibilities**

- Prepares meals on a daily basis, of as directed.
- Prepare menu to meet nutritional standards.
- May consult with Elders for their food preferences.
- Prepare Packages meals for home delivery services as needed.
- Shop for or request replacement of necessary replacement item.
- Do supply orders threw contracted food vendors per the established dates (every two weeks)
- Understands there are budgetary restraints on how much inventory is ordered and kept on hand, so there is little to no spoilage, or out of date items.

- Understands, enforces and implements proper sanitary food handling process as per Health Department guidelines...
- Understands, enforces and implements proper sanitation of kitchen utensils, stoves, pots, pans, refrigerator, etc.
- Develop and implement and over all cleaning schedule for kitchen, dining area, and storage area.
- Ensure compliance with Title VI and other pertinent programs.
- Arrange transport of Elders to other Tribes Elder's Luncheons.
- Make sure kitchen equipment is maintained and in good working order.
- Other duties as assigned.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duties 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/ Experience**

Must either have a High School Diploma, or GED or working towards achieving a High school diploma, or GED.

## **Computer Skills**

To perform this job successfully, an individual should be able have knowledge of MS Office and be able to have basic typing/ keyboard skills.

### **Certificates, Registrations**

The individual must be able to obtain First Aid & CPR/AED certification, Blood Borne pathogens training, and current food handler's card.

### **Physical Demands /Work Environment**

The physical demands and work environment describe 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 may be required to sit, stand, walk; use hands to grasp, handle, feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk/communicate or hear. The employee may occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job, include close vision, peripheral vision, and the ability to adjust focus.

### **Culturally Sensitive:**

All employees must be culturally sensitive to customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Drug Free Work Place:**

Sauk-Suiattle Indian Tribe is a drug free work place. All employees are subject to a pre-employment drug screen.

**Back Ground Check:**

All employees must be able to pass a background check, per The Sauk-Suiattle Indian Tribe's Background Check Policy

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job changes.*

**Native American Preference Applies**