

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: EFP COOK ON-CALL
DEPARTMENT: HEALTH AND SOCIAL SERVICES
SUPERVISOR: HEALTH AND SOCIAL SERVICES DIRECTOR
STATUS: TEMPORARY/CASUAL

Summary

Assists the Elder's Program Cook in food preparation for Elders Program, and other program and events as needed.

Essential Duties and Responsibilities

- Prepares meals on a daily basis as directed.
- Prepare menu to meet nutritional standards.
- May consult with Elders on food preferences.
- Prepare Packages meals for home delivery services as needed.
- Shop for or request replacement of necessary replacement item.
- Place orders through contracted food vendors as directed and budget allows.
- Understands, enforces, and implements proper sanitary food handling process as per health guidelines.
- Understands, enforces, and implements proper sanitation of kitchen utensils, stoves, pots, pans, refrigerator, etc.
- Follow cleaning schedule for kitchen, dining area, and storage area.
- Arrange transport of Elders to other Tribes Elder's Luncheons or events as directed.
- Ensures 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 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/ Experience

Must have a Diploma or GED.
Valid Driver's License is preferred.

Computer Skills

To perform this job successfully, an individual should have basic computer skills and knowledge of Microsoft Office Suite programs.

Certificates, Registrations

Must be able to obtain First Aid & CPR certification, Blood Borne pathogens training, and current food handler's card.

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 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 Workplace

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

Background 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 and requirements of the tribe change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.