

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Elder Food Program Cook  
Department: Social Services Director  
Reports To: Social Services Director  
Status: Hourly  
Approved By: J Pendergrass, H.R. Director  
Approved Date: 08/2010

**Summary:** Provides nutritional meals for elder food program. Responsible for the overall food purchasing, preparation and serving for the daily meal prepared for the Elder Food Program and tribal functions and activities as directed.

### Essential Duties and Responsibilities

- Prepare, cook and serve meals on a daily basis, or as directed.
- Develop and prepare a monthly menu, meeting nutritional standards.
- Responsible for ordering and shopping for food and supplies.
- Responsible for clean-up of the dining room and kitchen.
- May consult with elders for their food preference and special needs foods.
- Consult with dietitian regarding menus.
- Prepare package meals for home delivery services as needed.
- Maintain an inventory control on all consumable and non-consumable items.
- Oversees the storage of all items for the kitchen.
- Understands, enforces and implements proper sanitary food handling process as per Health Department guidelines.
- Enforces and implements proper sanitation of kitchens utensils, stoves, pots, pans, refrigerator, etc.
- Develop and implement an overall cleaning schedule for kitchen, dining area and storage area.
- Ensures compliance with Title VI and other pertinent programs.
- Maintains daily, weekly, and monthly logs and reports as required.
- Compile and submit timely reports to the accounting department.
- Prepare Purchase Orders for the department Directors signature and attach necessary documents.
- Provide transportation to elders luncheons hosted by other tribes.
- Schedules and participates in Tribal Elder's activities, including overseeing some evening and weekend activities, including, but not limited to: POW WOW's, cultural and traditional events, and tribal luncheons.
- Make sure equipment is in proper working order.
- Schedule maintenance for equipment as needed (i.e. appliances and EFP vehicle).

- Assist tribal members visiting the center as needed.
- Establishes and maintains effective working relationships with SSIT tribal members, employees, and members of the general public.
- May serve on
- Must be able to weekends and evenings as needed.
- Attendance is an essential requirement of this position.
- Other duties may be assigned.

### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

### **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, Experience & Knowledge**

High School diploma or GED required. Nutrition education/experience required. Prior experience working with an elder population preferred. Comprehensive knowledge of food preparation for large groups of people preferred.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS Office and possess typing/keyboarding skills.

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

Current Washington State driver's license required. First Aid/CPR/Blood Borne Pathogens certification required. Current Food Handler's permit 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The employee is frequently required to stand, walk, taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. 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 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 APPLY**