

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: ELDERS FOOD PROGRAM COOK
DEPARTMENT: HSS
SUPERVISOR: HSS SOCIAL SERVICE SPECIALIST
STATUS: NON-EXEMPT, HOURLY

Summary

The Elders Food Program Cook, under the direction of the Sauk-Suiattle Social Service Specialist, is responsible for creating and implementing menus, delivering meals, and ensuring meal services meet all Elder Food Program requirements and standards.

The Elders Cook is responsible for developing and planning seasonal/indigenous menus in accordance with the program guidelines and nutritional requirements, as well as tracking and reporting on the program's expenses and funding requirements.

The Elders Cook manages and plans the daily operations of the kitchen, menu/meal prep, and dining room, which includes but is not limited to: preparing and serving planned food menus, using standardized portion control procedures, planning and organization of daily food preparation, and ensuring meals are served on time and as scheduled.

The Sauk-Suiattle Elders Cook is required to meet with the Elders Committee on a regular basis.

Essential Duties and Responsibilities

Meal Services

- Responsible for planning, organizing, and implementing seasonal and indigenous menus while following proper nutritional guidelines and all other program requirements.
- Prepares and serves a wide range of healthy foods that are fresh and locally sourced. Many meals made from scratch.
- Documents and accommodates all dietary restrictions of elders who utilize the Elder Food Program, including food allergies, low sodium, low carb, and other special dietary needs.
- Completes all clean-up duties after each meal service. Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition. Assures all kitchen and dining areas are safe, clean, and tidy at all times.
- Maintains food and equipment inventory and understands ordering services.
- Coordinates preventive maintenance of nutrition program central kitchen equipment and facilities by inspecting for repair/problems on routine basis; makes repair arrangements as appropriate.
- Submits meal menus and schedule for review to ensure compliance with Title VI

Program requirements.

- Visits with Elders in dining room to ensure satisfaction with meals being served and obtains feedback.
- Maintains knowledge of and enforces rules and regulations of health and safety in food preparation.
- Assists elders with meal deliveries when needed.

Program Management

- Adheres to the Title VI Manual, meets all deadlines pursuant to the Title VI Program. Ensures that all grant applications and reports for the Older American Title VI-A are submitted in a timely manner, and files and organizes all documentation in accordance with the Title VI Program.
- Assures meals are accounted for according to established procedures and maintains monthly report for Social Services Specialist.
- Observes and reports any problems, concerns, or issues regarding the Elders Food Program to the Social Services Specialist.
- Upholds confidentiality at all times.
- Attends required trainings and meetings.

Community Outreach

- Promotes nutrition program services and events and other related community education/awareness opportunities for elders.
- Supports activities in the Tribal community and surrounding communities. Assists with planning and coordination of special events, and holiday feasts as needed.
- Develops cooperative relationships between Title VI program and community partners.
- Participates in staff and community planning for elders.

Must be flexible, assume other responsibilities assigned.

Requirements

- Must be 18 years of age or older
- High school diploma or GED
- Must be able to lift up to 50 pounds, stand and/or sit for long periods of time, and work in a noisy environment
- Required to possess and maintain a valid Driver's License
- Must pass background check and pre-employment screenings
- Must be CPR certified or must receive within 90 days
- Must complete Food Handlers permit and Bloodborne Pathogen training within 30 days

Qualifications

- Must have two or more years of cooking experience, experience cooking for large groups of people, and nutrition knowledge to accommodate different dietary needs of our elders.

- Experience preparing special diets, including low sodium, low cholesterol, diabetic, and vegetarian.
- Knowledge of food sanitation and kitchen safety practices.
- Must have capability to work as a team player, follow directions and requirements, and work with minimal supervision.
- Ability to accurately use Microsoft Word and Microsoft Excel.
- Leadership skills including problem solving and confident in decision making.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Effective oral and written communication skills.
- Maintains general understanding of the needs of elders, is willing to learn and teach others, and is able to accept constructive criticism.

Preferred Qualifications

- Experience working in a Native American community
- Minimum of (2) years working with Elders
- Working knowledge of the Older Americans Act Title VI-A
- Knowledge of working with grants and budgets
- Knowledgeable about the special needs and circumstances of older adults.

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 for long periods of time; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. The employee may be subject to exposure of passionate debates and diverse communication styles in various settings. Employee may encounter situations of various emotional levels. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive

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

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to a pre-employment and random drug/alcohol tests.

Background Check

All employees must be able to pass a background check per 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 change.

NATIVE AMERICAN PREFERENCE APPLIES