



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Cook
Department: Bishop Indian Education Center
Supervised by: Education Director
Pay Range: T-4: \$14.42 - \$20.19/hr. DOQ
FLSA: Non-Exempt, Hourly, Seasonal

Position Summary: Under the direct supervision of the Education Director, the Summer Cook is responsible for preparing and serving meals and handling all related tasks for the participants of the Summer Foods Program Service.

Essential Functions:

- Prepares and serves healthy and nutritious meals as specified by the USDA Summer Food Program following the current monthly menu.
- Purchase food supplies and equipment as necessary to provide meals through the USDA Summer food program.
- Stores food, supplies, and equipment in an appropriate, clean, and sanitary manner.
- Maintains established federal standards for food preparation, sanitation, and safety. Possesses a current food handler's card.
- Maintains required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, temperatures, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes.
- Coordinates and participates in nutrition education activities for the children, parents and staff of the Summer Program.
- Meets with the nutritionist on a regular basis for review and recommendations of menu planning and nutrition activities.
- Attends all staff meetings and parent meetings when necessary.
- Other duties as assigned.

Supervisory Responsibilities: Summer Cook Assistant

Minimum Qualifications:

- High School Diploma or GED required.
- Experience preparing meals for large groups, menu planning, purchasing and inventory control.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess current CPR and First Aid certification and a Food Handlers Certificate, or willing to take classes immediately upon hire.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.
- Previous experience working with children and knowledge of early childhood nutrition needs.
- Must be able to lift and carry 40lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.