



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Cook Assistant
Department: Bishop Indian Education Center
Supervised by: BIEC Director/ Cook
Pay Range: T-3 \$12.36 – \$17.30 DOQ
FLSA: Non-Exempt, Hourly, Seasonal

General Duties: Under the direct supervision of the Summer Cook, the Summer Cook Assistant will be responsible for helping with the preparation and serving meals and handling all related tasks for the participants of the Summer Foods Program Service.

Responsibilities:

- Help Summer Cook in daily preparation of nutritious meals.
- Maintain sanitary and orderly kitchen facilities.
- Must wear hairnet and gloves while preparing and serving food.
- Participate in nutrition education trainings, seminars and nutrition courses.
- Participate and assist in promoting nutrition education for parents, staff and children.
- Attend all staff meetings and parent meetings as necessary.
- Perform other duties as assigned by the Summer Cook or the Director.
- Other duties as assigned.

Supervisory Responsibilities: None

Minimum Qualifications:

- High School diploma or equivalent
- 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 CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

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 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.