



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Lead Cook
Department: Elders Program
Supervised by: Elders Manager
Pay Grade: NE2 \$17.73 - \$23.05 Hourly (\$36,882.56 - \$47,947.33) DOQ
FLSA: Non-Exempt, Hourly

Position Summary: This position will supervise all food preparation activities and ensure that all meals for delivery and congregate align with the Elder's Title VI nutritional program. This position will ensure the compliance of all applicable federal regulations for safety and cleanliness.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Establishes and maintains positive, effective, and collaborative working relationships with vendors, community members and staff.
- Reviews and consults with a certified dietician on the monthly menu to ensure compliance with the Nutritional Program.
- Maintains a safe and healthy environment; sanitizes and disinfects as necessary.
- Assist in the preparing and serving of meals in accordance with and as specified by the Title VI Nutrition Program.
- Stores food supplies and equipment in an appropriate clean and sanitary manner.
- Maintains established federal standards for food preparation, sanitation, and safety.
- Assist in the management and maintaining of required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes.
- Attends and participates in staff meetings and all mandatory trainings and required events.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High School Diploma or GED.
- One (1) year or more of experience in commercial kitchen prep work.
- Possess and maintain a current food-handling certificate.

Other Requirements:

- 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.
- Must obtain and maintain CPR, First Aid certification within 60 days of hire.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation before employment and be maintained annually.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

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.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Job Knowledge* - Knowledge of kitchen preparation and commercial cooking; ordering, inventory, and budgeting; and understands applicable federal, state, county and local laws, regulations, and requirements.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual maintains a clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Safety Oriented*– aware of surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 75 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

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:* _____