



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: BIHS Assistant Cook
Department: Head Start
Supervised by: Head Start Director
Pay Grade: NE1 \$16.12 - \$20.96 Hourly (\$33,530.00 - \$41,920.00) DOQ
FLSA: Full Time; Non-Exempt

Position Summary: The Assistant Cook is responsible for assisting the cook in preparing and serving meals and handling all related tasks for the participants of the Head Start/State Preschool Program and (California Adult Child Food Program) CACFP.

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 children, parents, and staff.
- Maintains a safe and healthy environment; sanitizes and disinfects as necessary.
- Assist in the preparing and serving meals as specified by the USDA Child Care Food Program following the current monthly menu.
- Stores food supplies and equipment in an appropriate clean and sanitary manner.
- Maintains 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.
- Assist the cook in the preparation of nutrition education activities for the children, parents, and staff of the Head Start Program.
- Assists with parent participation activities, field trips and all after-school activities.
- Once a week assist the cook in pulling all floor mats from kitchen and power wash.
- Sweeps, mops, scrubs, waxes, and polishes kitchen floors.
- Attends and participates in staff meetings and all mandatory 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.
- Six (6) months 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 and Mandated Reporter certifications within 60 days of hire.
- Required to use all internal communication tools and personal protective equipment as assigned.

- 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* - Observes 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 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 50 lbs. Work is generally performed in a school kitchen setting. Work frequently requires the use of protective clothing, equipment, devices, or materials. 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:* _____