



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Deli Line Cook  
**Department:** Yuhubi Nobi Gas Station  
**Supervised by:** Yuhubi Nobi Deli Manager  
**Pay Grade:** NE2 \$17.73 - \$23.05 Hourly (\$36,882.56 - \$47,947.33) DOQ  
**FLSA:** Non-Exempt, Hourly

**Position Summary:** This position cooks hot and fresh food products in the Yuhubi Nobi Deli. This position works within a small team that prepares food products for sale.

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

### Job Duties:

- Prepares a variety of meats, seafood, poultry, vegetables, and other food items for cooking in broilers, ovens, grills, fryers, and a variety of other kitchen equipment.
- Maintain defined standards of sanitation for personnel, food preparation, and kitchen equipment.
- Food preparation is completed in accordance with standardized recipes and food services methods.
- Check in all new deliveries as required for inventory, restock food items used in daily cooking routines.
- Oversees the quality of incoming goods, equipment issues and safety concerns and reports to the Deli Manager when items are low or out.
- Organizes and maintains food storage areas daily, including rotation and utilization of all food products.
- Maintain serving customers quickly and accurately, but without losing quality.
- Plate presentation must be of excellent quality.
- Must always be in proper uniform and long hair must be worn back.
- Will develop and maintain an inventory system of all products, tools, and equipment.
- Opens or closes the kitchen properly and follows the closing checklist for kitchen stations.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Maintains a clean and sanitary workstation area including tables, shelves, grills, broilers, fryers, convection oven, flat top range, and refrigeration equipment.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

### Education and Experience:

- Must be 18 years old or older.
- Must have High School Diploma or GED certificate.
- Must have at least one (1) years' experience of culinary and food-preparation.
- Must be willing and able to work any shift including splits, evening, weekends, graveyard, and holidays according to established hours of operation.

### Other Requirements:

- Must be able to obtain the IHS food handlers basic training within the first three months of employment.
- The individual 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 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.

- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others’ ideas, and exhibits willingness to try new things.
- *Oral communication* - the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *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 develops realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality assurance.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* - the individual is consistently at work and on time, follows instructions, responds to management’s direction, and solicits feedback to improve performance.
- *Organized* - the individual keeps clean and organized workspace, project/s files and construction documents.
- *Motivated* - the individual inspires self and others to get the job done and follow through with assigned tasks.
- *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 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:* \_\_\_\_\_