



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE:** PART-TIME SENIOR MEALS HEAD COOK

**SUPERVISOR:** FAMILY SERVICES MANAGER

**SALARY RANGE:** \$17.00 HOURLY  
7 HRS PER DAY ON MONDAY, TUESDAY & THURSDAY  
6 hours Elders birthday dinner

**NATURE OF WORK:** Participates as a member of the Family Services team providing quality and nutritious meals for the tribal elders, and acts as the supervisor of the Assistant Cook. The Head Cook position receives program administration guidance and is supervised by the Family Services Manager.

**REPRESENTATIVE JOB DUTIES:** The duties and responsibilities include but are not limited to the following:

1. Plan monthly menus & post in the Community Center (entrance door & serving areas) and encourages feedback from elders on menu ideas.
2. Prepare and order groceries to ensure timely deliveries and inventory is kept to a minimum. Travel to shop for grocery items will be required, at least twice a week.
3. Prepare and serve nutritional and balance meals: Monday, Tuesday & Thursday weekly lunches and once a month Elders Evening Birthday dinner.
4. Process grocery/supplies Requisitions / Purchase Order requests through Family Services Manager. Upon receipt of delivery conduct reconciliation against order and report discrepancies.
5. Assist in program and budget planning (food service cost) reporting to program supervisor on the status of program operations and unmet needs.
6. Submit receipts, invoices, meal count reports, menu planning sheets, actual menus served, etc. to the Family Services Manager.
7. After the Lunch/Dinner Meals submit the original Meal Count Report to Accounting Office along with the money received by the non-Elders participants. Obtain an Accounting Department Receipt for the funds and turn the receipt and a copy of the Meal Count Report into the Family Services Manager.
8. Supervises the Assistant Cook to include, directing the individual on proper meal preparation, maintenance of kitchen and monitor performance of proper cleaning of equipment, kitchen, pantry, dining room areas and organization of.
9. Maintain proper storage and control of waste
10. Clean and organize storage & pantry areas as needed and per schedule.
11. Clean and organize refrigerators & defrost freezers as needed and per schedule
12. Conduct inventory monthly to ensure adequate supplies are maintained and practice controls to avoid over-stocking. Practice food safety and utilization of food items prior to expiration dates and dispose of expired items.
13. Use available resources: commodity food and community nutrition education to prepare healthy and balanced meals
14. Participates in the monthly administrative meetings, when appropriate

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

1. Ability to prepare quality meals for large groups and meet nutritional standards.
2. Ability to keep accurate records on menu, budget and inventory.
3. Ability to supervise staff.
4. Must be able to accept constructive criticism.
5. Ability to effectively carry out the duties described above.

9/21/2022

6. Ability to work efficiently, both individually and as part of a team.
7. Personal characteristics include being punctual, efficient, cooperative, flexible, self-directed, self-motivated, organized, and approachable.
8. Willingness to participate in training

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED.
2. Three years experience as a Cook, preferably Head/Lead Cook with supervisory experience and possess an excellent prior employment attendance record & performance evaluation.
3. Must possess Food Service Health Card Maintain, practice good sanitation and safety practices, including maintaining personal appearance and hygiene.
4. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
5. Must be able to work in a team environment.
6. Strong organizational, communication and interpersonal skills preferred.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_