



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

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

**SUPERVISOR:** FAMILY SERVICES MANAGER

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$21.00 HOURLY  
7 HRS PER DAY ON MONDAY, TUESDAY & THURSDAY  
6 hours Elders birthday dinner

**REPRESENTATIVE DUTIES INCLUDE:** 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. Plan monthly menus & post in the Community Center (entrance door & serving areas) and encourage feedback from elders on menu ideas. 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.

**MINIMUM QUALIFICATIONS INCLUDE:**

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, good sanitation and safety practices, including maintaining personal appearance and hygiene.
4. The 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.

**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 the initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrate honesty and ethical behavior.

**APPLICATIONS MUST BE RECEIVED BY Open Until Filled.**

The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

**ANNOUNCEMENT APPROVAL:**

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

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

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

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