



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Cook
Department: Bishop Indian Education Center
Supervised by: Education Director
Pay Range: T-2 \$10.30- \$14.42/Hr.
FLSA: Non-Exempt, Hourly, Seasonal

Position Summary: Under the direct supervision of the Education Director, the Summer Cook is responsible for preparing and serving meals and handling all related tasks for the participants of the Summer Foods Program Service.

Essential Functions:

- Prepares and serves healthy and nutritious meals as specified by the USDA Summer Food Program following the current monthly menu.
- Purchases food, supplies and equipment as necessary to provide meals thru the USDA Summer food program.
- Stores food, supplies, and equipment in an appropriate, clean, and sanitary manner.
- Maintains established federal standards for food preparation, sanitation, and safety. Possesses a current food handler's card.
- Maintains required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, temperatures, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes.
- Coordinates and participates in nutrition education activities for the children, parents and staff of the Summer Program.
- Meets with the nutritionist on a regular basis for review and recommendations of menu planning and nutrition activities.
- Attends all staff meetings and parent meetings when necessary.
- Other duties as assigned.

Supervisory Responsibilities: Summer Cook Assistant

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 the responsible decision.
- **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 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 keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Experience and Education:

- High School Diploma or GED required.
- Previous experience working with children preferred.
- Experience preparing meals for large groups, menu planning, purchasing and inventory control preferred.
- Knowledge of early childhood nutrition needs preferred.
- Ability to use/understand basic math.

Other Requirements:

- Must have a current Driver’s License.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess current CPR and First Aid certification and a Food Handlers Certificate, or willing to take classes immediately upon hire.
- Must be able to lift and carry 40lbs.

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: _____

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.