



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Cook
Department: Social Services
Supervised by: Child Care Provider or Social Services Supervisor
Pay Range: T-3 \$12.36- \$17.30/Hr
FLSA: Non-Exempt, Part-Time Temporary

General Duties: Under the direct supervision of the Child Care Provider. Responsible for preparing and serving meals and handling all related tasks for the participants of the child care program.

Responsibilities:

- Prepares and serves attractive and appetizing meals as specified by the CCDF Child Care Program following the current monthly menu.
- Purchases food supplies and equipment as necessary to provide meals thru the CCDF Child Care 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.
- Meets with the nutritionist on a regular basis for review and recommendations of menu planning and nutrition activities.
- Attends training on the environmental health standards annually.
- Plans for and participates in all school events.
- Attends all staff meetings and parent meetings when necessary.
- Other Duties as assigned.

Supervisory Responsibilities: None

Minimum Qualifications:

- High School Diploma or GED required.
- 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.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- 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.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Previous experience working with children.
- Experience preparing meals for large groups, menu planning, purchasing and inventory control.
- Knowledge of early childhood nutrition needs.

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 prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.