



JOB DESCRIPTION

Bishop Tribal Council

Bishop, California

Position: Assistant Cook
Department: Elders'
Supervised by: Cook/Elders' Program Director
Pay Range: T-3 \$12.36-\$17.30/hr (\$25,708-35,984/annually) DOQ
FLSA: Non-Exempt

Position Summary:

Under the general supervision of the Cook, assist with prep cook, preparing of meals and packaging foods. Maintain a clean and sanitary work environment that meets Federal and State guidelines on sanitation. Hours are 6:00 a.m. – 2:30 p.m. Monday – Friday.

Supervisory Responsibilities: None

Representative Functions and Responsibilities:

- Assists cook with Prep work, packing of food and serving in house for congregate meals.
- Keeps a clean and sanitary kitchen, washes all dishes from the day.
- Assists with keeping daily records, i.e. food count, keeps stock room clean and orderly.
- Assists with daily stocking of incoming food orders, keeps stock room clean and orderly.
- Assists other kitchen personnel with daily cleaning.
- Supervise Kitchen Staff in absence of both cook and manager.
- Assist cook with all job related and other duties as assigned.

Experience and Education:

- High School Diploma or GED required.
- Possess CPR and First Aid certification, must be obtained within 90 days from date of hire.
- Possess a food-handling certificate from the Indian Health Service or obtain one within 30 days of the date of hire.

Other Requirements:

- Proof of negative TB Skin test (provided by the tribe).
- Interest and ability in food preparation for the elders
- 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, including working with elders.
- The individual must possess a valid Driver's License and be insurable under the Tribe's Insurance.
- Comply with the Drug-Free Workplace policy and a criminal background investigation

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.