



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Cook - Elders' Nutrition Program
Department: Elders' Program
Supervised by: Elder's Program Manager
Pay Range: T-4 \$14.42-\$20.19/Hour (\$29,993-41,995/annually) DOQ
FLSA: Non-Exempt

Position Summary: Under the general supervision of the Director of the Elder's Program, the Cook will follow written instructions regarding purchasing, preparing and storing food for the Elders' Nutrition Program. The individual in this position will also have utmost responsibility for the care of equipment, utensils, supplies, and work areas and perform the following duties:

Responsibilities:

- Skills and knowledge of menu planning. Preparation of monthly menus, which reflect the dietary requirements of elders in accordance with program standards.
- Knowledge of daily record keeping. Orders food and supplies under the guidance of the project coordinator, keeps appropriate records of inventory.
- Prepare and serve meals for the nutrition site and home delivered meals for the elder's five (5) days per week.
- Knowledge of kitchen sanitation, safety measures and the operation, cleaning and care of utensils, equipment and work areas. Maintains a clean and sanitary kitchen according to health standards.
- Learn and understand the policies and procedures of the State and Federal regulations, Title VI program.
- Must be dependable and have an interest and ability to working with elders.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Performs all job-related duties as assigned.

Experience and Education:

- 1 -2 years experience in institutional food preparation.
- Possess a valid food handler's card.
- High School Diploma or GED required.
- Possess CPR and First Aid certification, must be obtained within 90 days from 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.