



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Van Driver/Prep Cook
Department: Elders Program
Supervised by: Elders Program Manager and/or Tribal Administrator
Pay Range: T-2 \$10.30 - \$14.42 DOQ
FLSA: Non-Exempt; Hourly, Regular / Full-Time

Position Summary: The Van Driver/Prep Cook is responsible for the safe and timely transportation of food, to the meal sites. The primary job duty of this position is the loading and unloading cold packs, other food items and supplies on a daily basis from the Elder's kitchen to shut-in Elder's within the Bishop Paiute Tribal community. Help the kitchen staff prep the meals for delivery and deliver the meals to the elders. They also assist with kitchen maintenance duties before and after the meal delivery. The Van Driver/Prep Cook is under the direct supervision of the Elder's Program Manager or Tribal Administrator.

Essential Functions:

- Responsible for packaging cold packs and other food items to be distributed out with the meals to food delivery program participants according to instructions and food handling standards.
- Ensures that packed food for delivery to shut-in Elders is promptly delivered and handed over to recipient unless otherwise instructed.
- Responsible for pick-up of donated food items from Vons on Tuesday & Friday's.
- Upon return to the Elder's kitchen, unload van and place all equipment in appropriate storage areas.
- Responsible for reporting and documenting to the Elders Manager any problems that he/she may encounter while delivering meals.
- Reporting any problems with van to Food Service Manager.
- Responsible for maintaining vehicle log in accordance with requirements of Tribal Personnel Policies and Procedures.
- Clean vehicle on a daily basis and maintain sanitary condition of vehicle. Responsible for preventative maintenance of vehicle, including checking all fluid levels, checking tire pressure/oil.
- Schedule van for service as scheduled in and required by owner's manual.
- Checks on daily basis that the Van is safe and clean to operate according to prescribed standards and pre/post trip inspections are completed.
- Cleaning and sanitizing food delivery containers daily.
- Responsible for undertaking any other duties that may from time to time be assigned by the Elders Manager and for ensuring and enhancing the image of the Tribal Elders Program.
- Attend all training sessions and staff meetings as required.
- Perform other duties as assigned.

Supervisory Responsibilities: None

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 is required.
- One year of experience in food service desirable.
- Ability to follow written and oral directions.
- Ability to perform basic arithmetic operations.
- Ability to learn quickly and to get along well with others.
- Possess a food-handling certificate from the Indian Health Service or obtain one within 30 days of date of hire.

Other Requirements:

- Possess a valid California Driver's License, Class B (or obtain one within 30 days of date of hire) with a clear DMV print out.
- Possess CPR and First Aid certification, or willing to take classes within 15 days upon hire.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation with no medical problems. If medical records are not current must consent and complete before employment.
- 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.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Physical Demands

- While performing the duties of this job the employee is regularly required to sit, stand and move from one area to another.
- The employee is required to bend, reach, lift and relocate up to 50 lbs.
- Vision abilities required include close vision, distance vision and ability to adjust focus.

Work Environment

This work is performed indoors and outdoors and is exposed to other motor vehicles.

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 (24USC450 ET SEQ), 25FR271.44 and other relevant laws