



# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT



**OPEN: MAY 17, 2018**

**CLOSES: MAY 31, 2018**

**JOB TITLE: COOK**

**DEPARTMENT: ELDERS & VULNERABLE ADULT SERVICES**

**REPORTS TO: FOOD SERVICE MANAGER**

**SALARY: BASED ON SALARY MATRIX + BENEFITS**

***MUST BE AVAILABLE TO WORK NIGHTS & WEEKENDS***

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### **POSITION SUMMARY:**

Under the general direction of the Food Service Manager, maintains the Elders Food Program and all related food services, in addition to food service staff training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist with planning, makes necessary purchases, prepares, and serves meals for the Elders Program for 3 meals 7 days per week.
2. Plans and posts menus in compliance with the Child and Adult Care Food Program guidelines.
3. Administers the Child and Adult Care Food Program following outlined practices, including filing all related records and reports to maintain compliance.
4. Coordinates food services for non-standard hour meal delivery with staff which shall include events and frozen meals.
5. Coordinates with chef for menu planning and food ordering recommendation according to special nutritional dietary needs.
6. Communicates positively with staff about meal services.
7. Assures kitchen and dining area clean and sanitary at all times.
8. Assist with set up and arrangement for special events.
9. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

## QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED) and two years cooking experience; or equivalent combination of education and experience. Must have current valid Food Handlers license and CPR/First Aide.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Licenses and Certificates**

Food Handler's permit required.

CPR/First aide

Must pass a criminal background check.

### **Other Skills and Abilities**

Ability to manage food inventory control and basic nutritional requirements.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee frequently is required to stand, walk, and climb or balance.
- The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions.
- The noise level in the work environment is usually loud.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863  
Fax#: (253)573-7963

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*