

# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT

**OPENS: April 9, 2018**

**CLOSES: April 20, 2018**

**JOB TITLE: KITCHEN MANAGER**

**DEPARTMENT: CANOE JOURNEY**

**REPORTS TO: CULTURE DIRECTOR**

**SALARY: \$25.00/HOUR – NOT BENEFITS ELIGIBLE**

**POSITION IS TEMPORARY FROM APRIL – MID-AUGUST 2018**

*Part-time leading up to the event and full-time during the event. Event is July 28<sup>th</sup> – August 4<sup>th</sup>*

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### **POSITION SUMMARY:**

Oversees the kitchen for the 2018 Canoe Journey meal service program, including supervision of meal planning and preparation and the kitchen staff. Follows food-safety guidelines to ensure meals meet the kitchen service standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Participates in hiring job fair. Makes recommendations for hiring to supervisor.
2. Assists HR department in the planning of new hire orientation, food handler's and safe serve training.
3. Works with the Culture staff to develop meals. Responsible for determining purchasing, budgeting and shopping prior to the event.
4. Works with Chief Leschi Schools to ensure kitchen and kitchen supplies are ready for event.
5. Assists Culture staff in preparing outdoor kitchen.
6. Ensures all staff is following food-safety guidelines when preparing, serving and storing food. Ensures all staff have valid food handler's cards.
7. Works with Traditional Food sub-committee to determine menu and ensure enough food is acquired for event.
8. Assists with kitchen staff orientations. Meets with Lead Cooks to determine work assignments based on the employee's strengths and prior experience.
9. Creates shift schedules for entire kitchen staff. Ensures all shifts have adequate coverage.
10. Responsible for two meals a day for entire event.
11. Responsible for incorporating traditional foods into meal plans.
12. During the event, manages staff by overseeing food service production, tracking of employee's hours, and calling on-call staff if needed.
13. During the event ensures all meals are served with the highest quality and according to the event time schedule.

14. Ensures kitchen staff maintain the upkeep and maintenance of work space, sanitation of food surfaces, oven, fridge, freezer, floors and cabinets.
15. Assists with the daily preparation of meals.
16. Acts as a liaison with service vendors.
17. Reviews and submits employee's timesheets to ensure they are paid timely according to event timelines.
18. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Kitchen staff/employees working for the Canoe Journey Event. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, 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**

Associate's degree in Nutrition, Food Service Management, or Culinary Arts and two years of related experience; or a minimum of High school diploma or general education degree (GED) and four years related experience and/or training; or equivalent combination of education and experience. Must have a knowledge of traditional foods. Requires previous experience supervising a kitchen staff of more than 15 people with multiple shifts. Intermediate computer skills required in order to prepare reports, menus, etc.

#### **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 and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Licenses or Certificates**

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Food Handlers Permit required. Must have completed safe serve training and be able to mentor kitchen staff as needed.

Must pass a criminal background check.

## **Other Skills and Abilities**

- Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.
- Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).

## **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  
Job Line#: (253)573-  
7943

*Note: Applications & copies of job announcements available at Rm. # 157*

*or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*