



Hopland Band of Pomo Indians
Job Description

IN-HOUSE JOB OPENING

APPLICATION DEADLINE TO APPLY: MONDAY, JULY 13, 2020

Position: Kitchen Service Staff (3 workers)

Reports to: Tribal Administrator

Salary: \$15.00 hr. (30 hrs. a week)

POSITION SUMMARY: Kitchen Staff employees are responsible for storing ingredients and assisting with food preparation also must ensure that the kitchen and storage areas remain clean at all times.

ESSENTIAL FUNCTIONS:

1. Washing, chopping, shredding, and grating ingredients for meals
2. Responsible for cleaning all dishes, work stations, cooking equipment, and food storage in accordance with food safety regulations
3. Maintain clean and sanitary work areas, equipment and tools in a professional manner
4. Assisting with the unloading of deliveries
5. Storing ingredient according to prescribed food safety regulations
6. Assisting with the monitoring of inventory
7. Reporting all damaged or faulty equipment to the Kitchen Manager
8. Cleaning trash cans and disposing refuse on a regular basis
9. Sweeping and mopping floors, as required

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience -

1. Must be at least 18 years of age
2. High School Diploma or GED
3. Ability to procure a California Driver's license, Class C
4. Heavy lifting and bending
5. Must be able to establish and maintain an effective working relationship with those contacted in the course of work
6. Must have good math skills

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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Additional Requirements - Possess a valid California Class C Driver's License and insurable by the Tribal auto insurance

Physical Demands - While performing the duties of this job, the employee must be physically fit and able to lift and/or move up to 50 pounds. Must be able to stand for long periods of time. 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.

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

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply: Mail your completed application and resume to: Hopland Band of Pomo Indians, Human Resources, 3000 Shanel Road, Hopland, CA 95449. Apply in Person: You can also submit your application and resume in person to the Human Resources office located at 3000 Shanel Road, Hopland, CA. The office is open from 9:00 am to 4:00 pm, Monday through Friday. Other ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you please email HR@hoplandtribe.com or call 707-472-2100.