



Hoplend Band of Pomo Indians Job Description

Position:	Elder Meal Cook
Reports to:	Tribal Administrator
Wage:	\$20.00 per hour
Hours per Week:	Up to 30 hours per week

POSITION SUMMARY: Under the direction of the Tribal Administrator the Elder Meal Program Cook is responsible for overseeing Elder Meal Assistant and is responsible for purchasing ingredients, preparation of healthy meals and ensuring that the kitchen and storage areas always remain clean. Will be responsible for staying on budget, accurate reporting and purchasing of equipment and supplies, and preparing healthy meals for the elders of the community.

ESSENTIAL FUNCTIONS:

1. Washing, chopping, shredding, and grating ingredients for meals
2. Responsible for cleaning all dishes, workstations, 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. Assist with the unloading of deliveries
5. Store ingredients according to prescribed food safety regulations
6. Monitoring of inventory
7. Reporting all damaged or faulty equipment to the Tribal Administrator
8. Cleaning trash cans and disposing refuse on a regular basis
9. Purchasing food, equipment and supplies
10. Managing budget and notification to Tribal Administrator of any discrepancies
11. Follow financial procedures on obtaining credit card or purchase requests for food and other supplies
12. Provide useful information regarding healthy food options, meal preparation, and good nutrition to the elders
13. Facilitate and/or coordinate monthly Healthy Food Demonstrations
14. Other duties as assigned

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.

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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REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience -

1. Must be at least 18 years of age
2. Possess a High School Diploma or GED
3. Possession of a CA Food Handler's Certificate
4. Must be able to establish and maintain an effective working relationship with those contacted in the course of work
5. Must have knowledge of healthy food options and be able to facilitate meetings monthly
6. Prior experience working in meal preparation and food service

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.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment, motor vehicle and cooking equipment; will twist to reach equipment surrounding desk or in the kitchen; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.