



Hopland Band of Pomo Indians Job Description

Position:	Elder Meal Assistant
Reports to:	Elder Meal Cook
Wage:	\$15.00 - \$18 per hour (DOE)
Hours per Week:	Up to 30 hours per week

POSITION SUMMARY: Under the direction of the Elder Meal Cook the Elder Meal Assistant is responsible for assisting with food preparation, healthy meal service and ensure that the kitchen and storage areas always remain clean. May also be responsible for delivering healthy meals to elders within the reservation boundaries or as established by policy.

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. Assist with the monitoring of inventory
7. Report all damaged or faulty equipment to the Elder Meal Cook
8. Cleaning trash cans and disposing refuse on a regular basis
9. Sweeping and mopping floors, as required
10. Assist with healthy meal service to Tribal Elders
11. May transport meals to Tribal Elders
12. 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.

REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience -

1. Must be at least 18 years of age
2. Possess a High School Diploma or GED
3. Must be able to establish and maintain an effective working relationship with those contacted in the course of work
4. Prior experience working in meal preparation and food service
5. Possession of a CA Food Handler's Certificate or able to obtain one within 90 days of employment

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.

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.