



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	456-3500-001 456-3500-002 456-3500-003 456-3500-004	<b>Last Revised:</b>	05/25/2016
<b>Position Title:</b>	Cook	<b>Department:</b>	Qualla Boundary Head Start and Early Head Start
<b>Reports to:</b>	Lead Cook	<b>Division:</b>	Public Health and Human Services

**Primary Function:** Prepares and serves nutritionally balanced meals and snacks within the assign facility according to the HS/EHS program and USDA requirements, policies, procedures, and within the EBCI and NC Board of Health guidelines.

**Job Duties and Responsibilities:**

- Approves reviews.
- Compiles lists of needed food/supplies and places orders according to standard purchasing procedures and plans for their timely delivery.
- Maintains and ensures proper, safe, and sanitary storage of food.
- Prepares food according to require procedures, maintaining health and sanitation requirements.
- Serves foods/ snacks in appropriate manner, utensils, portions, and temperature.
- Cleans and maintains kitchen, storage, and serving area insanitary condition according to health code standards.
- Cleans and sterilizes cooking utensils, equipment, and dishes according to standard procedures.
- Maintains accurate count of meals served, food/supplies used, produce, orders, and related records.
- Assists with other duties within the facility as time permits and requested.
- Prepares and serves refreshments or supplemental items as requested, for special occasions, i.e. parents meetings, graduations.
- Assists nutritionist in planning meals/ snacks as requested.
- Attends in service and training as required.
- \*Oversees and coordinates the work of other kitchen staff.
- \*Provides training and assistance to kitchen staff as requested.
- Assists with developing healthy menus.
- Helps maintain and follow inventory, ordering, and stock procedures.
- Assists in classroom and front desk as need.
- Serves as a bus monitor.
- Performs all duties according to established safety guidelines and tribal policy.
- Performs other duties as requested by supervisor.
- Must have CPR/First Aid as required by state regulations.
- Must have an annual physical and TB.

**Education /Experience:** One to three months in the position are required to become proficient In most phases of the job with prior food preparation/ service experience sufficient to know the basics.

**Job Knowledge:** Must have a thorough knowledge of the policies, procedures and guidelines for Tribal Child Care food service. Must know the principles of good nutrition, quantity food preparation, food storage, and serving techniques. Must be skilled in the use of: kitchen and related utensils,

equipment and systems. Must know proper cleaning and sterilization procedures. Requires knowledge of applicable standards and guidelines of NC Board of Health, OSHA and EBCI for food service and the employees. Requires the ability to organize and coordinate food service procedure. Must have good communication skills, written, and verbal. Requires the ability maintain records and prepare reports. Must be able to perform simple math calculations. Requires the ability to maintain inventories and calculate quantities of food/supplies. Must have CPR and first aid certifications. Requires the ability to read and interpret recipes, food preparations instructions, and related material.

**Contact with Others:**

Works independently or in cooperation with others where safety procedures must be followed to avoid injuries. Failure to efficiently direct the work of others could cause slow productivity and missed deadlines.

**Mental /Visual /Physical Effort:**

Close concentration and mental effort are required while planning and organizing food service and placing orders. Physical effort requires the ability to stand for long extended periods of time, walk, reach with arms and hands, bend, and stoop. Must have manual dexterity, visual acuity, and the ability to speak and hear. Occasionally required to lift up to 70 lbs.

**Environment:**

Works in food preparation environment with heat and wet condition present to a disagreeable extent at times, otherwise a normal work environment is present. Exposed to the potential for burns, falls, back strain, or cuts to fingers and hand. Must have health certificate, TB tests, and immunizations. Following establishes safety procedure would reduce the likelihood of injuries.

**Resourcefulness & Initiative:**

Follows well defined procedures and guidelines with judgment and initiative required to maintain accuracy, work efficiently, and meet schedule deadlines.

**Responsibility for Safety /Equipment:**

Maintain kitchen equipment and environment insanitary, order condition and is subject to periodic health inspections. Improper use of equipment could cause some damage, i.e. microwave oven. Must properly handle, store, prepare, and serve foods according to stringent guidelines, procedure, and standard. Failure to properly handle foods could result in illness, food spoilage/loss, higher food service costs, and low sanitation grade.