



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	847-3500-004 847-3500-006 847-3500-007	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Cook Aide	<b>Department:</b>	Dietary Services-Tsali Care Center
<b>Reports to:</b>	Dietary Manager	<b>Division:</b>	Public Health & Human Services

**Primary Function:** Helps cooks prepare residents nutritionally balanced meals and snacks, diet orders and follows daily posted menus in accordance with specialized resident diets and according to the program requirements, dietary policies and procedures within the EBCI, OSHA, and N.C. Board of Health guidelines.

- Job Duties and Responsibilities:**
- Receives instructions from Head Cook for food to be prepared at the designated times and assists in preparation as assigned, this is inclusive of meals and/or snacks.
  - Collects supplies needed for recipe from stock and prepare according to required procedures, maintaining health and sanitation requirements.
  - Cleans and maintains kitchen, storage, and serving area in sanitary condition according to health code standards.
  - Serves foods in appropriate manner, utensils, portions, and temperatures to residents.
  - Washes, cleans and sterilizes equipment, dishes and cooking utensils according to standard procedures.
  - Assists cooks in tracking food and product inventories.
  - Assists cooks in maintaining accurate count of meals served.
  - Assists cooks in compiling food orders and related records.
  - Assists with other duties within the facility as time permits and requested.
  - Attends in-service classes and training as required.
  - Performs all duties according to established safety guidelines and tribal policies.
  - Performs some aspects of Food Preparation, Sanitation and storage.
  - Takes oral and written direction by cooks and/or head cook.
  - Ability to multi-task.
  - Performs other duties as assigned by Head Cook or Food Supervisor.

**Education /Experience:** Training and experience in a nutrition related field is required. One to three months in the position is required to become proficient in most phases of the job with prior food preparation/service experience sufficient to know the basics. Satisfactorily completion of the Food Sanitation Course is preferred.

**Job Knowledge:** Must have a thorough knowledge of the policies, procedures, and guidelines for the Tsali Care Center food service. Must know the principles of good nutrition, quality food preparation, food storage, serving, and transportation techniques. Must be skilled in the use of all kitchen and related utensils, equipment, and systems. Must know proper cleaning and sanitation procedures. Requires knowledge of applicable standards and guidelines of N.C. Board of Health, OSHA, and EBCI for food service and for employees involved in food service and preparation. Must have knowledge of Food Sanitation Systems techniques. Be able to do simple math calculations.

<b>Contact with Others:</b>	Works independently or in cooperation with others where safety procedures must be followed to avoid injuries. Failure to efficiently complete assigned tasks could cause slow productivity and missed deadlines.
<b>Mental /Visual /Physical Effort:</b>	Physical effort required includes: the ability to stand for 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 weights up to 40 pounds.
<b>Environment:</b>	Works in food preparation environment with heat and wetness present at times, otherwise a normal work environment is present. Exposed to the potential for burns, falls, back strain, or cuts to fingers and hands. Must have T.B. test and immunizations. Following established safety and sanitation procedures would reduce the likelihood of injuries.
<b>Resourcefulness &amp; Initiative:</b>	Follows well defined procedures and guidelines with judgment and initiative required to maintain accuracy, work efficiency and meet schedule deadlines.
<b>Responsibility for Safety /Equipment:</b>	Maintains kitchen equipment and environment in sanitary, orderly 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 sanitized food according to stringent guidelines, procedures, and standards. Failure to properly handle food could result in illness, food spoilage/loss, higher food service costs, and low sanitation grade.