



## Eastern Band of Cherokee Indians Job Description

<b>Position ID Number:</b>	948235002	<b>Last Revised:</b>	02/16/2018
<b>Position Title:</b>	Cook	<b>Department:</b>	Senior Citizens- Snowbird/ Cherokee County
<b>Reports to:</b>	Head Cook	<b>Division:</b>	Snowbird/ Cherokee County

**Primary Function:** Prepares and serves nutritionally balanced meals and snacks within the assigned facility, according to the program requirements, policies, and procedures within the EBCI, Title III, Title VI and NC Board of Health guidelines.

**Job Duties and Responsibilities:**

Interact with internal and external customers/ clients in a polite and professional manner.  
Receives instructions from Head Cook for food to be prepared at the designated mealtime and assists in preparation as assigned.  
Collects supplies needed for recipe from stock and prepares 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.  
Packs meals in proper containers for transportation to homebound clients, ensuring proper temperature for safety.  
Serves food in appropriate manner, utensils, portions, and temperatures to clients who come to the meal site.  
Cleans and sterilizes cooking utensils, equipment, and dishes according to standard procedures.  
Assists head cook in tracking food and product inventories.  
Assists head cook in maintaining accurate count of meals served.  
Assists head cook 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 all aspects of Food Preservation.  
Performs other duties as assigned by Head Cook or Site Supervisor.

**Education /Experience:**

- A high school diploma; GED, or equivalent 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 Serv-Safe is required.
- Must be CPR and first aid certified.
- Valid NC driver's license is required.

**Job Knowledge:**

Must have a thorough knowledge of the policies, procedures, and guidelines for the Senior Citizens program 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 sterilization procedures. Requires knowledge of applicable standards and guidelines of NC Board of Health, OSHA, and EBCI for food service for employees involved in food service and

preparation. Requires the ability to read and interpret recipes, food preparation instructions, and related materials. Requires the ability to 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 knowledge of Food Preservation Systems techniques.

**Contact with Others:**

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.

**Mental /Visual /Physical Effort:**

Close concentration and mental effort are required to follow recipe instructions. Physical effort required include: 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. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.

**Environment:**

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 health certificate, TB test and immunizations. Following established safety procedures would reduce the likelihood of injuries.

**Resourcefulness and Initiative:**

Follows well defined procedures and guidelines with judgment and initiative required maintaining accuracy, working effectively and meeting scheduled deadlines.

**Responsibility for Accuracy:**

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, serve and prepare for transport foods according to stringent guidelines, procedures and standards. Failure to properly handle foods could result in illness, food spoilage/loss, higher food service costs, and low sanitation grade.