



Eastern Band of Cherokee Indians

HEAD COOK

Position Description

Program:	Snowbird Senior Citizens	Reports to:	Supervisor - Snowbird Senior Center
Division:	Snowbird & Cherokee County	Position Number:	948235001
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	7	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Oversees and participates in the preparation, packing for transportation, and serving of nutritionally balanced meals and snacks within the assigned facility; according to the program requirements, policies, and procedures and within the EBCI and NC Board of Health guidelines.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Reviews approved menus and checks supply inventory.
- Coordinates personnel and makes assignments to prepare foods according to required procedures, maintaining health and sanitation requirements.
- Compiles lists of needed food/supplies, places orders according to standard purchasing procedures, and plans for timely deliveries.
- Oversees the cleaning and maintenance of the kitchen, storage, and serving areas; maintaining sanitary conditions according to health code standards.
- Coordinates the packing of meals in proper containers for transportation to homebound clients. Ensures proper temperature for safety.
- Coordinates the service of foods in appropriate manner, utensils, portions, and temperatures to clients who come to the meal site.
- Coordinates the cleaning and sterilization of cooking utensils, equipment, and dishes according to standard procedures.
- Maintains accurate count of meals served, food/supplies used, produce and food orders, and related records.
- Assists with other duties within the facility as time permits and requested.
- Oversees preparation and service of refreshments or supplemental items as requested, for special occasions (i.e. birthdays, holidays, anniversaries).
- Attends in service classes and training as required.
- Performs all duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

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Experience:	Three (3) years of related experience required. Experience in food preparation and customer service.
Education:	High School Diploma or GED Equivalent required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional 1 year.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must possess CPR/First Aid Certification. Must maintain ServSafe certification.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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 and 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 maintain CPR/First Aid Certification.
- One (1) to three (3) months in the position is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Coordinates efforts to maintain 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.

Key Relationships:

Conducts the work of the kitchen personnel where safety procedures must be followed to avoid injuries. Failure to efficiently complete assigned tasks could cause slow productivity and missed deadlines.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Must have the ability to plan and assign work for maximum efficiency and use of personnel.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

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WORK ENVIRONMENT

- Work Environment:** Works in food preparation environment with heat and wetness present to a disagreeable extent at times, otherwise a normal work environment is present.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Occasionally required to lift weights up to 40 pounds. Close concentration and mental effort are required to follow recipe instructions, to plan/organize food service, and to place orders. Physical effort requires 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.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Head Cook** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date