



Eastern Band of Cherokee Indians

COOK

Position Description

Program:	Early Head Start/Education	Reports to:	Supervisor - Cook
Division:	PHHS	Position Number:	945635001; 945635002; 945635003; 945635004
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	6	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

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

ESSENTIAL DUTIES, FUNCTIONS, & 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.
- Must have an annual physical and TB test.

Scope of Supervision:

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

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MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience working in a nutrition-related field, preparing food and engaging in customer service.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must be CPR/First Aid Certified. Serve Safe Certification required. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.
- Requires the ability to read and interpret recipes, food preparations instructions, and related material.
- Must complete an annual physical and TB test.
- Must maintain CPR/First Aid certification.
- One (1) to three (3) months in the position are required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Maintain kitchen equipment and environment in sanitary, orderly condition; equipment and environment 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.

Key Relationships:

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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

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

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No other preferred qualifications.

WORK ENVIRONMENT

- Work 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 established safety procedures would reduce the likelihood of injuries.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Occasionally required to lift up to 70 pounds. 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. Must complete an annual physical and TB test.

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 **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