



Eastern Band of Cherokee Indians

COOK

Position Description

Program:	Senior Citizens	Reports to:	Supervisor - Food
Division:	Education	Position Number:	948035003; 948035004; 948035005
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 program requirements, policies, and procedures within the EBCI, Title III, Title VI and NC Board of Health guidelines.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives instructions from the Head Cook and/or Supervisor - Food regarding 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; maintaining accurate count of meals served; and compiling food orders and related records.
- Attends in service classes and training as required.
- Performs all aspects of Food Preservation.
- Performs all duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

This position is not responsible for supervising others. Receives instructions from Head Cook for food to be prepared at the designated mealtime and assists in preparation as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience to include 1 year 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 have CPR/First Aid Certified as required by State guidelines.

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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 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.
- One (1) to three (3) months in the position is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

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.

Key Relationships:

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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Applies sound judgment and initiative to maintain accuracy, work effectively and meet scheduled deadlines.

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

Satisfactory completion of the Food Preservation Course preferred.

WORK ENVIRONMENT

Work 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.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Occasionally lifts up to 40 pounds. Close concentration and mental effort are required to follow recipe instructions. Physical effort

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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.

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