



Eastern Band of Cherokee Indians

COOK AIDE - KITUWAH ACADEMY

Position Description

Program:	Kituwah Academy	Reports to:	Office Administrator
Division:	Education	Position Number:	902535010
Classification:	Non - Exempt	Revision Date:	08/25/2023
Pay Level:	5	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

Assists Cook in the preparation and serving of nutritionally balanced meals and snacks within the assigned facility according to the KPEP program and USDA requirements, policies, and procedures; and within the EBCI and North Carolina Board of Health guidelines.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives daily instruction from cook on specific job duties.
- Checks food supply inventory to determine ordering requirements.
- Compiles lists of needed food/supplies, places orders according to standard purchasing procedures, and plans for the timely delivery.
- Maintains and ensures proper, safe, and sanitary storage of food.
- Prepares foods according to required procedures, maintaining health and sanitation requirements.
- Serves foods/snacks in appropriate manner, utensils, portions, and temperatures.
- Cleans and maintains kitchen, storage, and serving areas in sanitary 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, and produce and food 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 events.
- Must properly handle, store, prepare, and serve 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.
- Attends in-service classes and training as required.
- Must complete an annual physical.
- Performs all duties according to established safety guidelines and Tribal policy.

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.
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 have CPR/First Aid as required by State Regulations.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have thorough knowledge of the policies, procedure, and guidelines for KPEP food services.
- Must know the USDA principles of good nutrition, quantity food preparation, food storage, and serving 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 North Carolina Board, OSHA and EBCI for food services and the employees.
- Must have good communication skills, both written and verbal. Requires the ability to maintain inventories and calculate quantities of foods/supplies.
- Requires the ability to read and interpret recipes, food preparation instructions and related materials.
- Must maintain State required certifications, including CPR/First Aid.
- Must complete an annual physical.
- One (1) to three (3) months in the position are required to become proficient in most phases of the job with prior food preparation/service experience sufficient to know the basics.

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. Is responsible for assisting with the USDA food reports. Inaccuracy of monitoring food reports can lead to inappropriate food orders (i.e. too much or not enough). Assists with documenting, the daily food count from classroom.

Key Relationships:

Works independently or in cooperation with others where safety procedures must be followed to avoid injuries. Failure to efficiently direct the work tasks could slow productivity and result in missed deadlines. Contact is made with other kitchen staff throughout the day and with classroom teaching staff as breakfast, lunch, and afternoon snack are delivered to the rooms.

Resourcefulness & Initiative:

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

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PREFERRED QUALIFICATIONS

Ability to understand and speak Cherokee preferred.

WORK ENVIRONMENT

Work Environment: Works in food preparation environment with heat and wetness present to a disagreeable extent at times, otherwise work environment is normal. 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 efforts require the ability to stand for extended periods of time, walk, reach with the arms and hands, bends, and stoops. Must have manual dexterity, visual acuity, and the ability to speak and hear. Must complete an annual physical.

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 Aide - Kituwah Academy** 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