

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Cook (Cafe)

EXEMPT: No	JOB CODE: 5-SA T7
TARGET SALARY: \$11.72 to \$13.79/DOQ	SHIFT: Flex
PROGRAM: Warmhouse Café	LOCATION: Cafe
REPORTS TO: Restaurant Manager	

SUMMARY: Prepare and cook to order a variety of foods. Ensure prepared food meets requirements for quality and quantity in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Prepare to order all food items, following standard recipes and procedures within specified time limits.

Read food order slips or receive verbal instructions as to food required by customer, and prepare and cook food; plan orders so that items served together are finished at the same time, while working on several different orders simultaneously.

Cook, and fry foods such as french fries, eggs, and pancakes; grill and garnish hamburgers or other meats such as steaks and chops; grill, deep fry, bake, broil and microwave raw and prepped foods, etc.

Perform food preparation tasks such as making sandwiches, carving meats/seafood, sauces and soups.

Measure ingredients required for specific food items being prepared.

Wash, cut, and prepare foods designated for cooking wash and clean raw food products.

Peel, dice, shred and slice food products using electric equipment.

Measure and assemble ingredients and cook items according to recipes and menu specifications.

Carve or portion meat, fish, and poultry for individual serving.

Approved 06/11/03
Revised 02/27/07
Reclassified 09/01/16
Revised 06/19/18
Revised 11/14/19

Clean food preparation areas, cooking surfaces, and utensils

Maintain kitchen according to Washington State safety and Makah Environmental sanitation, and health standards.

Clean, stock, and restock workstations and display cases during and at the end of shift. Stock/restock items on line according to specifications and at the end of shift. Maintain cooking line in a clean, sanitary and safe manner.

Notify supervisors of food and supplies needed.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); OR

Two years related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Preferred: Have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a current food handles permit or the ability to obtain within three days from date of hire.

OTHER QUALIFICATIONS

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OTHER SKILLS AND ABILITIES

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Ability to judge final food product for quantity and quality.

Must have the ability to prepare/cook soups, stocks, and gravies.

Ability to determine the freshness and quality of raw and cooked food products by sight and taste.

Knowledge of safe temperatures for serving food and storage of refrigerated and frozen storage of raw and cooked foods.

Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.

Ability to use all kitchen equipment.

Must have the ability to effectively interact with all levels of diverse work-force and customers, in a courteous, helpful, and effective manner, contributing to a positive work environment.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand for long periods, lift up to 50 pounds and work in temperature extremes.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to hot and humid conditions. The noise level in the work environment is usually moderate.

SPECIAL WORK SCHEDULE:

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, Schedule to be determined by the Manager (Restaurant Manager).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other

essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: November 15, 2019
CLOSE: December 3, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.