

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Lead Cook

EXEMPT: No

JOB CODE: N/A

TARGET SALARY: DOQ

SHIFT: Flex

PROGRAM: Summer Foods

LOCATION:

REPORTS TO: E&T Director

SUMMARY:

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 and serve breakfast and lunch to children

- Supervise preparation of food so it is served in a timely manner and in accordance to Washington State safety and Makah Environmental sanitation, and health standards.
- Ensure that hot foods are kept hot and cold foods are kept cold-measure and record food temperatures throughout shift.
- Open cans, wash and prepare fruits and vegetables for cooking and serving
- Bake, cook and pan food products in preparation for serving food to children

Plan menus based on Summer Youth program meal pattern requirements and nutritional standards and ensure that requirements are met.

Order food supplies and materials as needed.

- Receive food products delivered
- Stock food products in refrigerator, freezer and pantry
- Supervise storage and rotation of food stuffs

Supervise cleanliness of kitchen and other food handlers

- Clean kitchen equipment and serving stations
- Wash dishes, utensils, pots and pans.
- Sweep and mop kitchen

Maintain food serving records as well as separate monthly food inventories for USDA commodities and regularly purchased foods.

Report maintenance, health, or safety problems to the supervisor.

Perform other necessary and reasonable duties as assigned.

Provide supervision and training to cooks and Summer Youth workers. Train Cook to fill in for Lead Cook when needed.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 2 employees in the program. Carries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Must have 2 years' experience in large quantity food preparations.

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

Must 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.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current food handles permit.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Must have knowledge of operation and care of all kitchen equipment, health rules and safety.

Must have the ability to prepare nutritional meal menus.

Must have computer skills, and the ability to prepare and submit online food orders and communicate via email.

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

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

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 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.

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, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com**

**OPEN: July 29, 2020
CLOSE: July 31, 2020**

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.