

POSITION DESCRIPTION

POSITION: Cook

LOCATION: Ella Besaw Center

SALARY: \$10.00 Full Time Negotiable
\$11.50 with CNA

Reports to: CBRF Manager

TABLE OF EQUIVALENCIES: Applies

Hours 10am-6pm Monday-Friday

CLOSING DATE: 10-27-17

POSTING DATE: 11-3-17

PAY GRADE: 2

PAYGRADE:3

Department: Ella Besaw

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

The cook shall perform a variety of duties involved in the planning, purchase, storage, preparation and serving of meals for the Ella Besaw Center. Will work under the direct supervision of the Manager

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. Planning menus in cooperation with the tribal nutritionist and staff taking into consideration suggestions from the residents.
2. Responsible for purchasing of foods, preparation, and serving of meals.
3. Responsible for receipt, storage, and inventory of food and supplies.
4. Assist in implementation of food sanitation principles to ensure wholesome and safe foods.
5. Perform custodial duties, maintain care of equipment and premises and perform other housekeeping duties as needed.
6. Coordinate budget and purchasing with manager.
7. Must be able to perform all other duties as assigned by supervisor.
8. Must be reliable and prompt when reporting to work.
9. Must maintain an acceptable departmental attendance record.
10. Must participate in the employee random drug-testing program.
11. Must follow all established rules, regulations, procedures, and policies of the Stockbridge/Munsee Community.
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures, and land use codes.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Ability to create interesting, appealing, and nutritious meals.
2. Knowledge of culture, attitudes and special nutritional needs of the elderly.
3. Physically able to perform assigned tasks.
4. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
5. Must be sensitive to elderly needs and possess the ability to communicate with the elderly and other resource people.
6. Must be a courteous and friendly individual.
7. Required to take a physical upon selection of hire.
8. Must receive basic first aid, safety, fire prevention and evacuation training within 90 days of employment.
9. Must maintain an acceptable departmental attendance record.
10. Must obtain an elder/youth license.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.
16. Must be able to meet physical requirements of position.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Rd
P.O Box 70
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.**

The Stockbrige/Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

New Position:
Revised Position:

Tribal Council Approved:
Tribal Council Approved: