



Job Title: ASSISTANT COOK

Department /Office: Hopi Adult & Aging Services

Reports to Whom (title): Head Cook

Salary / Hourly Range: 12

Job Classification Code: 8825

Level of Background Check: 1B

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

JOB DESCRIPTION:

The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SCOPE:

This position is responsible for preparing and serving meals to targeted population. The incumbent performs duties of routine difficulty and complexity requiring knowledge and skill in food preparation & storage, health standards and applicable procedures.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists with daily preparation of regular and special nutritional diet foods for the nutrition project in accordance with planned menus and standardized recipes.
2. Ensures that all foods, i.e., canned, frozen, raw or cooked, are properly labeled, stored and/or refrigerated.
3. Maintains proper sanitation and safety procedures in the food service, preparation and dining areas; on a daily basis, cleans and sanitizes all food preparation equipment and ensures that it is kept in a safe and operable condition and in compliance with the Environmental Health Standards; cleans and sanitizes aprons, dishtowels, dish and cleaning rags; and conducts yearly inventory of kitchen supplies and equipment.
4. Performs other duties as assigned and authorized to achieve center goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, supervisor, participants, food vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate the delivery of services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work requires physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching and reaching and lifting moderately heavy objects in excess of 15lbs. The work involves moderate risks or discomforts, requiring safety precautions when working around sharp objects, operating kitchen equipment/machines and working with cleaning solvents/chemicals. The incumbent will be required to wear protective clothing and gear. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Associate Degree in Culinary Arts or closely related field;

AND

B. Experience: Two (2) years work experience in culinary principles, kitchen management, dining room operations, food service nutrition and food service safety;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties and responsibilities of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of methods, material and practices of volume food presentation
- Working knowledge of food preparation and health regulations/standards
- Working knowledge of nutritional food values for menu planning

B. Skills:

- Skill in using large kitchen utensils, tools and operating related equipment and machines
- Verbal and written communication skills to prepare menus and required reports
- Mathematical skills to calculate and complete meal counts, food orders, etc.

C. Abilities:

- Ability follow verbal and written instructions
- Ability to safely operate power driven equipment
- Ability to maintain accurate records
- Ability to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Possess or obtain a food handler's permit within 30 days of hire and maintain certification

DESIRED QUALIFICATIONS:

1. Speak and understand the Hopi language.

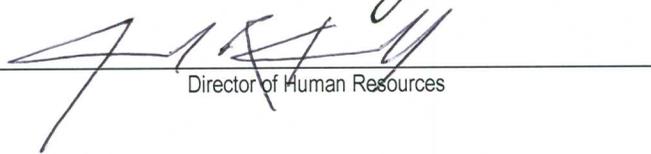
REVIEWED BY:


Department/Office Hiring Authority

4/23/12

Date

APPROVED BY:


Director of Human Resources

4/23/12

Date PD Certified