



HEAD COOK

Aging & Adult Services

Reports To: OAAS Manager

Salary/Hourly Range: 22

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 11/16/2018

INTRODUCTION

The incumbent is under general supervision and line authority of the Program Manager. The supervisor provides continuing assignments by indicating generally what is to be done, limitations, quality and quantity expected. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

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 differences among several alternatives.

Contacts are with employees within/outside the immediate work area, supervisor, program 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.

KEY DUTIES AND RESPONSIBILITIES

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Responsible for daily preparation/supervision of regular and special nutrition diet foods for the nutrition project in accordance with planned menus and standardized recipes; plans meals for special occasions; and prepares meal packages for home-bound individuals.
2. Maintains daily recording of meals served; completes enrollment applications/reassessments of participants; prepares and submits required monthly narrative and statistical reports to supervisor as required by funding agency.
3. Completes and submits requisition to purchase/order food supplies; shops for food supplies for the nutrition center.
4. Assures that all foods, i.e., canned, frozen, raw or cooked are properly labeled, stored and/or refrigerated.
5. Responsible for discarding all potentially hazardous food in the refrigerator and rotating stocked food to ensure food is used before expiration or "use by" dates or within the maximum number of days for safe consumption.
6. Prepare and conducts mini educational health presentations, i.e., nutrition, diabetes, hypertension, nutritional cooking demonstrations and chair aerobics.
7. 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.
8. Responsible for the safe & proper upkeep of the center and ensure the building is in compliance with Environmental Health Operational Standards; and the Hopi Tribe's Facilities Building Codes.
9. Provides supervision within the office in order to efficiently complete work projects; instructs and trains staff regarding work assignments, procedures and methods & techniques, establishes performance plans for subordinate staff; monitors and evaluates their work.
10. Performs other related duties as assigned and authorized to achieve center goals and objectives.

11. Responsible for regular monitoring of kitchen equipment and ensuring that required maintenance and servicing is being performed/completed to ensure the equipment remain in good condition; take lead in coordinating service/repair schedules with the Hopi Tribe Facilities Management.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of methods, material and practices of volume food preparation;
- Working knowledge of food & volume preparation and health regulation/standards;
- Knowledge of inventory and ordering methods;
- Working knowledge of nutritional food volumes for menu planning;

- Skills 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 meals counts, food orders, etc.;

- Ability to 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.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires physical exertion such as long period of standing, recurring bending, crouching, stooping, stretching and reaching and lifting moderately heavy objects in excess of 15 - 25 lbs. 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

Education: High school diploma or GED certificate;

AND

Experience: Three (3) year's work experience in commercial, institutional or related volume food preparation which includes at least one (1) year of preparing meals according to specialized diet.

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must possess or obtain within ninety (90) days of hire, a food handler's card and maintain certification throughout employment.
8. Must possess or obtain within ninety (90) days of hire, a First-Aid and CPR card and maintain certification throughout employment.
9. Must possess or obtain a ServSafe Manager Certification within ninety (90) days of hire, and maintain throughout employment.
10. Must satisfactorily complete an annual physical examination (including tuberculosis screening).

DESIRED QUALIFICATIONS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.