



**ASSISTANT COOK**  
**ADULT & AGING SERVICES**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**REPORTS TO: HEAD COOK**  
**SALARY/HOURLY RANGE: 21**  
**FLSA Status: NON-EXEMPT**  
**VALID DRIVER'S LICENSE REQUIRED**

**INTRODUCTION**

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.

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. 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.

**ESSENTIAL FUNCTIONS**

(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) Takes lead in the preparation of meal in the absence of Head Cook in accordance with planned menus and standardized recipes.
- 3) Ensures that all foods, i.e canned, frozen, raw or cooked, are properly labeled, stored and/or refrigerated.
- 4) Assist with planning and implementing nutrition education and nutrition activities as required by the Scope of Work.
- 5) 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.
- 6) Assist with completing annual client assessments for the funding agency.
- 7) Assists with transportation when driver is absent from work.
- 8) Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

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

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

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- 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
- Working knowledge in planning, researching and making presentations
- 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.
- Skills in operating computer and other equipment
- 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

### **NECESSARY REQUIREMENTS**

- 1) Must 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 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 obtain a SERVSAFE Manager Certification within one (1) year of hire.