



HEAD COOK

Office of Aging & Adult Services

OVERVIEW

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 the 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 public. The purpose of these contacts is to exchange 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 more than 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 is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Responsible for daily preparation/supervision of regular and special nutrition diet foods for the nutrition program 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 orders to the respective food vendors; shops for food and other supplies needed for the nutrition center.
- 4) Assure 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 conduct mini-educational health presentations, i.e., nutrition, diabetes, hypertension, nutritional cooking demonstrations.
- 7) Maintains proper sanitation and safety procedures in the food service, preparation and dining areas; 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 daily.
- 8) Responsible for the safe & proper upkeep of the center and ensure the building follows Environmental Health Operational Standards and the Hopi Tribe's Facilities Building Codes.
- 9) Responsible for regular monitoring of kitchen equipment and ensuring that required maintenance and servicing is being performed/completed to ensure the equipment remains in good condition; take lead in coordinating service/repair schedules with the Hopi Tribe Facilities Management.
- 10) Support the Department of Health & Human Services mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 11) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED Certificate; AND

Experience: Three (3) years work experience in commercial, institutional or related volume food preparation to include one (1) year of preparing meals according to specialized diets; OR

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

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.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 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, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must complete annual physical examination (includes tuberculosis screening).
- 8) Must possess or obtain a Food Handler's Card within ninety (90) calendar days of hire and maintain certification throughout employment.
- 9) Must possess or obtain a CPR/First Aid Certification within ninety (90) calendar days of hire and maintain certification throughout employment.
- 10) Must possess or obtain a SERV Safe Manager Certification within ninety (90) days of hire and maintain throughout employment.

DESIRED REQUIREMENT

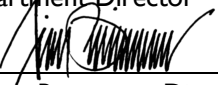
Speak and understand the Hopi and/or Tewa language for tribal members who prefer to converse in the Hopi and/or Tewa language.

HEAD COOK

Office of Aging & Adult Services
Department of Health & Human Services
Supervisor: OAAS Manager
Salary Range: 35
Classification: NON-EXEMPT
Revised 06/16/2026

REVIEWED BY:  DATE: 6/30/26

Department Director

APPROVED BY:  DATE: 6/30/2026

Human Resources Director