



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Cook
SALARY: \$19,052.80, annually less 5% during probation
REPORTS TO: Food Service Manager
LOCATION: Colville Tribal Convalescent Center, Nespelem, Washington

BASIC FUNCTIONS: Responsible for the preparation of all meals and snacks, and for assuring that all meals are prepared conforming to the menu and recipes. Ensure all meals are prepared on accordance and conforming to individual resident diet cards, and established policies and procedures. Prepare all snacks and the evening nourishment according to guidelines and at scheduled times. Process diet changes and new diets as received for nursing services. Performs assigned cleaning in conformity to the schedule, and all meals are prepared in a timely fashion and presented in an appealing manner.

MINIMUM QUALIFICATIONS:

- High school diploma or GED preferred.
- One (1) year paid dietary experience in a hospital, skilled nursing facility, or other related medical facility.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be able to taste and smell food to determine quality and palatability.
- Must be able to push, pull, move, and/or lift a minimum of (25) pounds to a minimum height of (3) feet and be able to push, pull, move, and/or carry such weight a minimum distance of (25) feet.
- Must be willing to work a flexible schedule.
- Must obtain a Food Handlers card: TB test: Health Clearance, (all within 10 working days of beginning employment).
- Must successfully clear a Criminal History Background Inquiry that indicates no felony or conviction/s.

RECRUITING INDICATORS:

- Ability to assure that all meals are prepared in accordance and conforming with individual residents diet cards.
- Ability to ensure that menus are maintained and filed in accordance with established policies and procedures.
- Must have ability to prepare all snacks and the evening nourishment according to guidelines.
- Assure that all meals and snacks are served at their scheduled times.
- Ability to process diet changes and new diets as received from Nursing Services.
- Ability to perform assigned cleaning in conformity to the schedule.
- Ability to prepare and serve meals that are palatable and appetizing in appearance.

NOTE: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post accident, and random drug testing

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however for first review consideration, applications **MUST** be received in the Human Resources Office, or be postmarked by **4:00 p.m., July 10, 2009** or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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JJ-5814