



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: Head Cook/Site Supervisor
SALARY: \$20,009.60 annually, less one step during probation
REPORTS TO: Program Manager
LOCATION: Meal Site, Omak, Washington

BASIC FUNCTIONS: Incumbent of this position will be responsible for preparing and cooking a variety of foods and bakery products for senior clients age 55 and older. Duties include preparing meals in quantities and according to menu to persons at a congregate setting at the Omak Senior Meal Center five days per week. Duties include preparing meals for home bound persons to be delivered to the individual's home five days per week. This position involves ordering food, supplies, and equipment. Incumbent selected will maintain standards of sanitation and cleanliness in handling food according to the National Restaurant Association Standards. Incumbent prepares monthly menus in accordance with the FDA requirements. Maintains accurate records and accounts for reimbursement purposes.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Two (2) years, successful paid work experience with elders, **AND**
- Two (2) years paid experience in food preparation for large group, **OR** successful completion of vocational training in food preparation, coordinating meals, ordering supplies, and management or supervising.

RECRUITING INDICATORS:

- Ability to comprehend and follow through with written instructions.
- Ability to work independently and follow line of authority.
- Ability to make accurate math computations.
- Must be familiar with record keeping.
- Ability to maintain professionalism during emergency or high stress situations.
- Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS:

- Must be able to provide physical fitness clearance by medical examination at the time of interview.
- Ability to lift up to 50 lbs.
- Must successfully clear criminal History/Background Check at time of interview and maintain such during employment with the program.
- Ability to obtain a valid food handler's permit, First Aide/CPR card within 30 days of employment.

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.

INFORMATION: Confederated Tribes of the Colville Reservation
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