



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: On-Call Cook
SALARY: \$9.62 per hour
REPORTS TO: Reva Desautel, Program Manager
LOCATION: Senior Meal Site, Nespelem, Keller, Inchelium, Omak, Washington

BASIC FUNCTIONS: Performs work of moderate difficulty in large volume food preparation; performs related work as assigned. Plans, prepares, purchases, and serves meals; insures compliance with food handling policies and procedures; maintains order, safety, and security in the kitchen area; may consult with dieticians, nutritionists, and medical staff for special diets and is lead worker. Essential functions of this position include standing and walking to prepare and serve food; reaching for items on shelves; working with and around other staff and volunteer. Environmental factors include working indoors within dining area; working around heat, cold, noise and vibration of kitchen equipment. Hazards include potential for oven and stove top burns and fumes, odors and gases involved in cooking.

MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED, or ability to obtain within 12 months of employment.
- Must have two (2) years of volume cooking experience; or any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Ability to work independently and follow line of authority.
- Ability to establish, and maintain effective/cooperative-working relationships with peers, clientele and public.
- Ability to read, understand and work from menus/recipes and to adapt standard recipes to preparing dishes for a varying number of people.
- Ability to prepare meals for special diets.
- Able to operate and maintain standard cooking appliances/equipment.
- Ability to lift and move heavy objects using hands, arms, and fingers to handle tools to operate machines.

SPECIAL REQUIREMENTS:

- Must possess or be able to obtain a valid food handler's permit within 10 days of commencement of employment.
- Must possess or be able to obtain a First Aid/CPR card within 10 days of employment.
- Must be able to lift at least 50 lbs.
- Must successfully clear an extensive Criminal History/Background Inquiry and maintain throughout 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 Continuously.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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