

## POSITION DESCRIPTION

**POSITION:** Head Cook

**LOCATION:** Elderly Center

**SALARY:** \$11.50 per hour Negotiable NonExempt

**Reports to:** Elderly Manager

**Department:** Elderly

**POSTING DATE:**12-1-17

**CLOSING DATE:**12-8-17

**PAYGRADE:** 3

**Division:** Human Services

**TABLE OF EQUIVALENCIES:** Applies

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

**GENERAL RESPONSIBILITIES:** The Head Cook will perform a variety of duties involved in planning, purchase, storage, preparation and serving of meals to the elderly.

### **STANDARD QUALIFICATIONS:**

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

### **DUTIES:**

1. Planning menus in cooperation with Elderly Manager and Tribal Nutritionist
2. Responsible for purchase of foods, preparation of and service to program participants.
3. Responsible for receipt, storage, and inventory of foods and supplies.
4. Responsible for maintaining accurate records as required
5. Responsible for counting and documentation of daily meal receipts
6. Assist in implementation of food sanitation principles to insure wholesome and safe foods.
7. Perform custodial duties which include preventive care and maintenance of equipment, ensure deep cleaning of entire kitchen on a quarterly basis, and perform other housekeeping duties as needed.
8. Assist program in special events.
9. Coordinate budget and purchasing with manager
10. Must be able to obtain and maintain coverage under the employer's Employee Dishonesty policy.
11. Must complete Food Serve Safe training and certification
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.

16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**QUALIFICATIONS:**

1. High school Diploma or GED required,
2. Basic math skills a must ability to break down recipes.
3. Must be able to follow verbal and written direction
4. Must have effective, oral communication skills.
5. Must maintain good personal hygiene which is essential in performing assigned duties.
6. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
7. Must be willing to attend all applicable training.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must be eligible for coverage under the employer's liability insurance.
10. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
11. Must be able to meet physical requirements of position.
12. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
13. Must abide by departmental and organizational safety, testing, and uniform guidelines.
14. Knowledgeable of culture, attitudes, and nutritional needs of the Elderly residents.
15. Physically able to perform assigned tasks, able to lift 25 pounds, stand for long periods of time.
16. Must submit to a Criminal Investigation Background Check.
17. Must maintain confidentiality at all time

**SPECIAL QUALIFICATIONS:**

1. Must be sensitive to elderly needs and possess the ability to communicate with elderly and other resource people. A high school diploma or GED is required, however; if an elder of this community is able to meet the other qualifications an exception may be considered.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of standing with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

**SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
N8476 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:  
Revised Position:

Tribal Council Approved:  
Tribal Council Approved:9-11-06