



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria, (Verona) Tract, California

5281 Honpie Road, Placerville CA 95667

P.O. Box 1340, Shingle Springs CA 95682

(530) 676-8010 Office; (530) 676-8033 Fax

POSITION DESCRIPTION

Elder's Cook

DUTY STATION:

Shingle Springs Rancheria Elder's Building

REPORTS TO:

Elder's Program Coordinator

FLSA CLASSIFICATION:

Hourly

RATE OF PAY:

DOE

POSITION SUMMARY:

The Elder's Cook is responsible for providing cooking and cleaning services in the Elder's Building and will also participate in organizing activities and events as requested by the Elder's Program Coordinator. This position requires that the individual work with people from diverse cultures, ethnic and socio-economic backgrounds effectively while always maintaining cultural sensitivity and respect for others.

SPECIFIC RESPONSIBILITIES:

1. Cleans all assigned areas throughout the entire elder's building during assigned shift ensuring that all cleaning materials, chemicals, and equipment are used per the manufacturer's instructions.
2. Cooks breakfast and lunch for Elder's five (5) days a week ensuring that all food is prepared using proper food safety techniques and utilizing healthy ingredients.
3. Orders cleaning supplies, food and other building supplies as needed.
4. Ensures that the building is free of safety violations. Reports any hazardous conditions or broken equipment immediately to supervisor.
5. Maintains all kitchen and dining area amenities.
6. Monitors work load and advises supervisor of work overload.
7. Maintains a neat, clean, and organized work area.
8. As requested, assists with preparing Elder's building for events, sets up for activities and provides general assistance to the Elder's Program Coordinator as requested.
9. All other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED OR must be enrolled in the Tribal Internship Program and attending GED class or college. If an Intern, must be at least 18 years of age.
2. Must possess and maintain a valid CA driver's license.

PREFERRED QUALIFICATIONS:

Nutritional certificates, or experience.

BACKGROUND CHECK:

Candidates for this position will be subject to criminal and character background checks and fingerprinting after a conditional job offer is made.

CONFIDENTIALITY:

Confidentiality is an absolute must for this position and is cause for immediate termination if not followed to the highest standard.

INDIAN PREFERENCE:

Preference in hiring is given to: (1) Qualified Shingle Springs Band of Miwok Indians members; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian eligibility.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____