

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Recreation  
**Position to be filled:** Food Service Assistant

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus one year experience in cooking in large amounts for 100 people or more;
- Experience working in cafeteria or large restaurant environment;
- Valid California Driver License - **REQUIRED**;
- Must be insurable through companies' carrier and maintain throughout employment – **REQUIRED**
- Must have a ServSafe Certificate- **REQUIRED**;
- Valid First Aid and CPR certification and maintain throughout employment – **REQUIRED or able to obtain within 90 day introductory period**;
- Ensure and maintains clean, orderly, safe, pleasant, and sanitized environment for the food service operation;
- Coordinate, promote, and organize special events, holiday luncheons, and dinners;
- Prepares and cooks meals with consideration of nutrition, appearance, food safety, portion/size and cost;
- Checks supply inventories as they are delivered and received; compare invoice to delivery to ensure accuracy;
- Maintain copies of all invoices; keep copies on file for reference and audit; submit original copy to the Administrative Assistant attached with check request for payment;
- Educate and train on nutritious cooking, cleaning, guest services, etc. (Food Service Assistants must have enough knowledge to take over cooking duties when Supervisor is absent);
- Train and supervise cook helpers, Tribal Members Work Experience, Casual Labor, and Volunteers;
- Maintain confidentiality and respect the dignity of meal participants, guests, volunteers and staff;
- Plans monthly menus and grocery list for shopping; Purchase snacks, soda, etc. for concession and keep inventory of vending machine items;
- Cook and prepare daily meals for afterschool program, summer program, and special events;
- Perform other duties as needed or required;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Recreation Department.

**Reports To:** Food Service Supervisor  
**Starting Rate of Pay:** \$20.75 per hour (Non-Exempt)  
**Approximate Hours:** 40+ hrs per wk  
**Date Posted:** November 2, 2021  
**Deadline:** Open Until Filled

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Department Director                      Date

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Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.