

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

Job Requisition Form

Department: Tachi Yokut Early Education Center (T.Y.E.E.C.)

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 a Cafeteria/Restaurant environment- **Required;**
- Valid California Driver License – **Required;**
- Must be insurable through companies' carrier and maintain throughout employment – **Required;**
- Valid First Aid and CPR certification and maintain throughout employment – **Required or able to obtain within 90 day introductory period;**
- Must have a ServSafe Certificate and maintain throughout employment- **Required;**
- Assist in maintaining a clean, orderly, safe, pleasant and sanitized environment for the food service operation;
- Assist in menu planning to meet the school requirements, for monthly menus;
- Assists in coordinating, promoting and organizing special events, holiday luncheons and dinners ;
- Assist in daily preparation and cooking of meals with consideration of nutrition, food content (sodium, fat, sugar, etc.) taste appearance, food safety, portion/size and cost. For preschool age children;
- Assist in checking in supplies and inventories as they are delivered and received, compare invoices to delivery to ensure accuracy;
- Assist in maintaining copies of all invoices; keep copies on file for reference and audit; submit original copy to the Administrative Assistant and a copy to T.Y.E.E.C Director;
- Assist in ordering supplies and equipment for meal and service with Supervisors and or Directors approval;
- Stock and rotate weekly supplies;
- 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);
- Assist in training and supervision of cook helpers, Tribal Member Work Experience, Casual labor and Volunteers;
- Maintain confidentiality and respect the dignity of meal participants, guest, volunteers and staff;
- Address and resolve kitchen related or food preparation issues;
- Other duties as assigned;
- Drive company vehicles or personal vehicle to conduct business on behalf of the TYEEC Department.

Reports To: Food Service Supervisor

Starting Rate of Pay: \$13.25 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: September 12, 2019

Deadline: Open Until Filled

Department Director

Date

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.