

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Human Resource Department

Employee Requisition Form

Department: Elder Center

Position to be filled: Food Service Assistant

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) plus 1-year experience in cooking large amounts for 100 people or more
- Must have a Valid First Aid and CPR certification and maintain throughout employment
- Must have a Serv Safe Certificate and maintain throughout employment
- Ensure and maintains clean, orderly, safe, pleasant and sanitized environment for the food service operation.
- Timely menu planning to meet requirements, monthly menu for the distribution of food to Elders.
- Coordinate, promote and organize special events, holiday luncheons and dinners to the Elders by fliers.
- Prepares and cooks meals with consideration of nutrition, food content (sodium, fat, sugar, etc.) taste, appearance, food safety, portion/size and cost.
- Ensure packages and meals are served in a stage and appropriate manner for home delivery and dining room.
- Checks supply inventories as they are delivered and received; compare invoices to delivery to ensure accuracy;
- Maintain copies of all invoices; keep copies on file for reference and audit; submit original copy to the Elders Center Director attached with check request for payment.
- Order supplies and equipment for meal and service with Director's 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).
- Train and supervise cook helpers, Tribal Member Work Experience, Casual Labor and Volunteers.
- Maintain confidentiality and respect the dignity of meal participants, guests, volunteers and staff.
- Address and resolve kitchen related or food preparation issues.
- Attend training/meetings as required by the Food Service Supervisor.
- Deliver meals and scheduled routes; ensure route check off list is completed when delivering meals.
- Plans monthly menus and grocery list for shopping.
- Drive company vehicles or personal vehicle to conduct business on behalf of the Elders Center.

Reports To: Director

Starting Rate of Pay: \$22.00 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

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.

