



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

**OPEN: 08/27/19**  
**Open Until Filled**

**POSITION DESCRIPTION**

**POSITION:** COOK'S ASSISTANT - TEMPORARY

**RESPONSIBLE TO:** Head Cook

**SALARY:** GS – 4.1 \$11.95 Per Hour/No Benefits  
Not to exceed 950 hours per calendar year

**CLASSIFICATION:** Non-Management / Part-Time / Temporary

**LOCATION:** Meal Site Locations:  
goos oLgi gowa 35601 Chokecherry Way, Chiloquin, OR  
Irwin Weiser Memorial Center, Beatty, OR

**BACKGROUND:** N/A

**POSITION OBJECTIVES**

This position is grant funded. The Title VI, Part A, funding is supported by the Older Americans Act of 1978 administered within the US Department of Health & Human Services, Administration for Community Living.

The primary purpose of this temporary position is to assist the Head Cook, with providing Home-Delivered and Meal Site lunches to Tribal Elders and non-Native seniors. May also serve Elders' spouses, non-paid caregivers, and disabled adult children, residing within Chiloquin and Beatty, Oregon.

The Cook's Assistant will assist with meal preparation, home deliveries, hosting Meal Site, receiving food orders, conducting inventory of food and related supplies, and daily clean-up of Meal Site kitchens, dining halls, appliances and cookware. All meals are required to meet 1/3 Recommended Dietary Allowance (RDA) and US Department of Agriculture (USDA) food and nutrition recommendations. This position will cover for the Head Cook, in their absence, to ensure Elders Meal Site operation.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Demonstrate customer service skills and engage with Elders, non-Native seniors and their respective guest in a positive, friendly, and courteous manner. Must demonstrate teamwork skills, and work with co-workers in a helpful and respectful manner.
2. Assist the Head Cook with meal preparation, performing all tasks in a timely and safe manner. Ensure food safety standards and 1/3 RDA and USDA food and nutrition recommendations are adhered to.
3. Measure and serve the appropriate portions of food. Tasks may include but not limited to: following monthly menus; reading and following recipes.
4. Cook main and side dishes, washing and peeling fruits and vegetables, baking desserts, preparing meals for delivery, and serving meals.
5. Daily clean-up of kitchen and meal site dining areas. Continuous wiping and cleaning of food preparation stations, to ensure food safety standards are adhered to. Daily wipe down of tables, chairs, counters, and other surfaces with chemicals. Additional duties may include but not limited to: scrapping uneaten food from dishes, washing, drying, and putting away dishes, pots, pans, and other cookware. Daily sweeping, vacuuming, and/or mopping of floors. Daily disposal of garbage cans and waste for sanitation purposes.
6. Assist with thorough cleaning of the meal site locations, as scheduled by the Head Cook. This may include but not limited to: cleaning of ovens, appliances, stoves, refrigerators, freezers, waste containers, sinks, etc.
7. Lifting and moving supplies from storage to work areas, etc. as well as, hauling kitchen supplies and food items to outdoor events.
8. Assist with the preparation and serving of food for Elders activities, events, or trips. Some of the events are outdoors at various locations.
9. Assist with collecting accurate grant data of duplicate and unduplicated counts daily. Prompt Elders, non-Native seniors, and their respective guest to provide signatures and/or complete the appropriate forms, delivery sheets, Meal Site sign-in sheets, and/or Klamath Lake Counties Council on Aging (KLCCOA) meal site tracking forms.
10. Must learn and uphold the grant standards and eligibility requirements of who may receive a meal from the Program, and seek clarification from super weather conditions

11. On occasion, may transport Elders and respective guest, to and from personal residence to meal site, or elder's events, trips, or activities.
12. While on duty must be hygienic, neatly groomed, nails trimmed, hair secured, proper attire and footwear is required.
13. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the Head Cook. Detailed verbal instruction, hands-on training, and guidance is provided by the Head Cook daily. Supervisor will determine tasks, duties, projects, and priorities. Employee will perform daily assignments with oversight of supervisor, and will be expected to work independently when supervisor is on leave or out of the Meal Site kitchen. Unusual, new, or complex assignments, situations, or issues are discussed with immediate supervisor for clarification or resolution. Work is observed daily for accuracy, adequacy, and timeliness

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of 1/3 RDA and USDA recommendations for food preparation, and measure proper food serving sizes.

Knowledge of, and ability to prepare meals from scratch for large groups quickly and efficiently. Serve food in a professional and courteous manner.

Knowledge of food type characteristics, kitchen routines, cooking techniques, food safety standards, and proper use of cookware and equipment.

Knowledge of basic mathematical and counting skills to accurately conduct inventory of fresh, frozen, and canned foods, beverages, serving and cleaning supplies.

Good interpersonal relationship skills. This includes the ability to interact and communicate with people, specifically Tribal Elders, non-Native seniors, and respective guest in a friendly, courteous, and positive manner at all times.

Must be receptive to verbal instructions and hands-on learning techniques. Must be able to retain training quickly, and ability to compete work in the manner instructed.

Ability to perform repetitive tasks daily. Must stay on task to complete duties in a limited period of time.

Ability to stand, walk, lift, and carry various objects while working, for extended periods of time daily.

Ability to lift and carry objects weighing **25-30 pounds**.

Ability to operate vehicles safety under all types of weather conditions (including inclement weather) and traffic situations. Ability to transport Elders and respective guest safety from residence to event, and return to home.

Ability to maintain **strict confidentiality** of records and information pertinent to the nature of the

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to possess a valid Oregon Food Handlers Certification within 30 days of hire. Must maintain certification as a condition of employment. *(Must submit copy of certification/card with application).*
- **REQUIRED** to submit to and clear a Hepatitis A and tuberculin skin test as a condition of employment. *(Must submit a copy of medical documentation dated within last 30 days, showing negative results).*
- **REQUIRED** to be able to lift and carry up to 30 pounds.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **Preferred Qualifications:**

- Prior work experience and/or demonstrated experience of applying and identifying food type characteristics, 1/3 RDA, USDA recommendations, cooking techniques, kitchen routines, food holding, food safety standards, proper use of equipment.
- Experience in a restaurant, food service industry, or preparing and/or serving food for large groups of people.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

**Employee (printed name)**

**Employee (signature)**