



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

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

OPEN: 12/21/22
CLOSE: Until Filled

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: ELDER'S PROGRAM COOK'S ASSISTANT

RESPONSIBLE TO: Elders Program Cook

SALARY: Step Range: 8-18; Annual/Full Benefits
Salary Range: \$33,395- \$45,552
Hourly Range: \$16.30- \$21.90

CLASSIFICATION: Non-Management, Regular, Full-time

LOCATION: Community Services Department
Meal Site locations:

- Chiloquin, OR
- Beatty, OR

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The primary purpose of the Temporary Cook's Assistant will be to assist the Elder's Program Cook with a variety of tasks and reoccurring duties. The Temporary Cook's Assistant will assist the Cook primarily with meal preparation for delivering meals to homebound Elders and meal preparation and serving in the elder dining area, clean-up of the kitchen and dining areas, prepping food, and filling-in to cook meals in the absence of the Cook. Training for each duty and responsibility will be provided by the Elder's Program Cook.

The Temporary Cook's Assistant may assist the Elder Outreach Worker with, hosting socialization opportunities for Elders at the Meal Site such as crafts or activities, and tasks necessary to host Elders events.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist with the Congregate and Home-Delivered Meal preparation weekly. Duties may include but are not limited to prepping food, helping with the delivery of meals to homebound Elders, and reporting any concerns for the health, safety or wellbeing of Tribal Elders, non-paid Caregivers, spouses, or disabled adult children as directed by Supervisor.
2. Assist with cleaning and sanitizing of the Meal Site kitchens, dining areas and storage cabinets. Duties include but not limited to: setting up tables and chairs; washing dishes by hand; loading and unloading dishwasher; emptying trash bins in cooking and eating areas; sweeping, mopping and vacuuming cooking and eating areas; sanitizing tables, chairs, kitchen cabinets and countertops.
3. In the absence of the Elders Program Cook, cook and prepare meals in accordance with the menus and recipes as trained by supervisor. This includes food preparation for approximately 30 meals per day. This includes Meal Site and home-delivered meal preparation; service varies by location.
4. Assist with menu preparation, inventory, ordering program supplies and materials, loading, unloading, and storing large quantities of food and supplies on a weekly or bi-weekly basis.
5. Assist with data collection and routing data appropriately. Collect duplicate and unduplicated service data for Title VI Part A ensuring all meal site participants have signed in. Collect and route appropriately sign-in sheets, delivery sheets, and NAPIS forms to Elders Program Cook.
6. Assist with promptly submitting all receipts, invoices, and cash boxes to appropriate staff, as directed by Supervisor.
7. Ensure Tribal, Department, and Program policies, procedures, practices, and standards are adhered to including those needed for the proper function of the elder meal sites and elder programs.
8. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The direct supervisor is the Elders Program Cook. Work is normally assigned in terms of objectives to be achieved with process or procedures to be used. Recurring assignments are performed independently. Unusual or difficult situations are referred to supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Must be a team player and possess ability to work in a team environment.

Must be flexible and willing accept direction, learn and assume temporary duties.

Must be dependable and reliable. Must communicate with Supervisor to give adequate time to adjust schedules as needed to prevent cancelation of any scheduled services for Elders.

Knowledge of food preparation and food safety standards to serve large groups of people.

Knowledge of environmental health standards and County/State food preparation and sanitation regulations.

Knowledge or ability to learn Administration on Aging (AoA) Title VI grant requirements, and the Title III Area Agency on Aging (AAA) sub-recipient agreement requirements.

Knowledge of correct serving sizes and portions.

Ability to stand and walk while working for extended periods of time.

Ability to lift, carry, and maneuver objects weighing 30-50 pounds.

Ability to interact and communicate with Tribal Elders, non-native Seniors, other Meal Site participants/volunteers in a friendly, courteous, positive, and respectful manner.

Ability to work independently with minimal supervision; to meet deadlines and ensuring tasks are completed accurately and thoroughly.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to work irregular hours and flexible work schedule.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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 be able and willing to travel to two separate Meal Site locations on a weekly basis.
- **REQUIRED** to possess and maintain CPR/AED and First Aid certification. Certification can be acquired within 90 days of employment at employer's expense.
- **REQUIRED** to possess and maintain Food Handler's certification. Certification can be acquired within 90 days of employment at employer's expense.
- **REQUIRED** to submit to and clear Hepatitis A and tuberculin skin test. (*Employment will be contingent upon clearing required tests*).
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **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.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- At least one (1) year of work experience in food service or preparing food for large groups of people in a restaurant or otherwise structured work setting.

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)