



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

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

OPEN: 05/16/23
CLOSE: 05/31/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ECDC COOK

RESPONSIBLE TO: ECDC Director

SALARY: Step Range: 10-20; Full Benefits
Salary Range: \$35,960 - \$48,327
Hourly Range: \$17.29 - \$23.23

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: EARLY CHILDHOOD DEVELOPMENT CENTER
318 South Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

This is a program support staff position for the Klamath Tribal Early Childhood Development Center (ECDC). The primary purpose of this position is to prepare daily meals (breakfast, lunch, and snack), in accordance with the USDA recommended nutritional values for 20+ children; maintain a sanitary kitchen environment; and assist with maintaining an overall sanitary environment throughout the center. General work responsibilities include assistance and support for the ECDC.

This position requires being reliable, responsible, dependable, and a willingness to fulfill obligations associated with child care.

MAJOR DUTIES AND RESPONSIBILITIES

1. Prepare monthly menus in accordance with USDA nutritional guidelines. Meals should be varied, appetizing, and nutritionally balanced, and include using foods in season and taking advantage of local availability.

2. Prepare a variety of foods, such as meats, vegetables, or desserts, according to instructions; following approved procedures and the daily menu.
3. Cook food according to menus, special dietary or nutritional restrictions, and the number of portions to be served.
4. Monitor and record food temperatures to ensure food safety.
5. Carry food supplies, equipment, and utensils to and from storage and work areas.
6. Wash, peel, and cut various foods, such as meats, fruits, and vegetables, to prepare for cooking or serving. Weigh or measure ingredients. Use manual or electric appliances to clean, peel, slice, and trim foods.
7. Portion the food, or place it directly on plates for service to children. Family-style meal service is used in the Center.
8. Store food in designated containers and storage areas to prevent spoilage. Take and record the temperature of food and food storage areas, such as refrigerators and freezers.
9. Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas. Rotate food supplies. Keep accurate records of the quantities and types of food used.
10. Take inventory of supplies and equipment on a regular basis. Work collaboratively with the ECDC Office Manager to order food supplies on a regular basis according to need.
11. Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functionality. Inform the ECDC Director when equipment is not working properly.
12. Clean and sanitize work areas, appliances, equipment, utensils, dishes, silverware, and pots and pans. Load dishes, glasses, and tableware into the dishwasher.
13. Compile and maintain records of food use and prepare monthly meal count reports.
14. Scrape leftovers from dishes into garbage containers. Remove trash and clean kitchen garbage containers on a daily basis.
15. The Cook will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

Work is performed under the administrative and technical supervision of the ECDC Director. Routine tasks are performed with limited supervision.

Assignments are performed according to various established program procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Work is checked for accuracy, adequacy, and timeliness.

KNOWLEDGE, SKILLS, ABILITIES

The ability to listen to and understand information and instructions presented through spoken words and sentences.

The ability to communicate information and ideas in speaking so others will understand.

Skill in working in a food service environment that has time restraints and dietary restrictions.

Strong interpersonal relationship skills. This is the ability to meet and deal with a variety of individuals exercising tact, diplomacy, and mature judgment.

Basic knowledge of English Grammar, spelling, punctuation, and a variety of letter and report formats; professional communications is needed to perform this position.

Knowledge of food preparation with a variety of dietary needs.

Knowledge of environmental health standards, food preparation techniques, and sanitation regulations.

Ability to organize, plan, and prioritize workload, using one's own initiative.

Ability to work with minimal supervision.

Ability to lift and carry up to 30 pounds.

Ability to maintain strict confidentiality.

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 Food Handlers Certification.

- **REQUIRED** to have a minimum of six (6) months experience with food preparation.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out-of-state applicants must receive ODL within 90 days of hire), have a good driving record, and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit a copy of driver's license with application.)*
- **REQUIRED** to submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment. *(Must provide proof of the Hepatitis A and Tuberculin skin test with application.)*
- **REQUIRED** to be able to lift and carry up to 30 pounds.
- **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 Resources any citation, arrest, or conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities, or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse, or financial exploitation.

Preferred Qualifications:

- Experience with office equipment such as computer/word processor, typewriter, photocopy machine, and multi-line telephone system.

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

Position Description: ECDC Cook
Revised: 04/17/2023

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)