

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Assistant Cook*
Schedule Terms: **10 months**
Salary Classification: **Non-Exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: To be a part of the food service operations team which entails the preparation and serving of wholesome, well-balanced, well-cooked meals and snacks to residential students. Assists in providing clean, well maintained, and sanitary conditions in the kitchen and storage areas, serving and dining areas. Plays an integral part in providing a service-oriented relationship with students and staff, and help ensure the smooth and efficient operation of the Food Service Department.

PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Perform food preparation and related duties;
- Assist in maintaining proper safety and sanitation conditions in all areas of the Food Service Department;
- Assist with unloading and arranging food and supplies and with the proper rotation and usage of foods;
- Assist in directing the activities of Food Service workers;
- Perform dishwashing and storage duties;
- Help assure proper care and maintenance of kitchen equipment;
- Maintain proper recordkeeping;
- Provide custodial service within work area;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- High School diploma or GED, with knowledge in food preparation and nutrition, knowledge of residential or school food service operations preferred;
- Ability to obtain at least 4 hours of annual continuing education/training;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;

- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions;
- Ability to communicate effectively and work well with staff and students;
- Must have high level organizational and planning skills.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Ability to reach, bend, stoop and frequently lift up to 50 pounds.

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with little advance planning needed.

PUBLIC CONTACT: Interacts primarily with employees and students.

RESPONSIBILITY: Must use own initiative and judgment in performing job.

EVALUATION PROCEDURE: In accordance with provisions specified in Governing Board policy.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: None.

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Assistant Cook

DATE: _____

REVIEWED BY: _____
Food Service Head Cook

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____