

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

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Food Service Head Cook, an Assistant Cook prepares, preps, and serves Arizona Department of Education (ADE) approved reimbursable meals and snacks to the residential students. The Cook ensures and practice consistency in maintaining, and providing sanitary conditions in the kitchen, storage and dining areas. The Cook 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.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- High School diploma or GED, with knowledge in food preparation and nutrition;
- Knowledge of residential or school food service operations preferred;
- Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- Ability to obtain at least four (4) hours of annual continuing education/training;
- Must have food handler's certificate
- Ability to communicate effectively and work well with staff and students;
- Computer literate with knowledge of different software applications, including Microsoft Office, Internet, ADE, ADP, etc.
- Comply with 25 CFR Part 36 requirements and training.
- Knowledge of Navajo and other American Indian Cultures.
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid government issued driver's license required.
- Must be fully vaccinated and provide Covid vaccination verification.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position's description;
- Maintain an excellent and timely attendance;
- May require to work split shifts, morning, day and/or evening;
- May require to work weekends and overtime;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Perform food preparation based on menus, student counts, recipes, and portion control;
- Maintain proper safety and sanitation conditions in all areas of the food service department;
- Assist with maintaining inventory, unloading supplies, and organizing the store rooms, walk-ins, and freezer;
- Clean as you go throughout the shifts;

- Ensure food requisitions are completed in a timely manner;
- Assist residential department with preparation of food requisitions for activities for students.
- Perform dishwashing and properly store clean cooking pots, pans, and kitchen utensils;
- Help ensure proper care and maintenance of kitchen equipment;
- Consistently restock the kitchen with supplies to ensure all shifts are successful;
- Maintain proper recordkeeping, student rosters, sign in meal rosters, and production sheets;
- Provide custodial service, laundry rags/ aprons, and emptying trash within work area;
- Communicate to Head Cook about any items that are out of stock, any issues, or any needed Maintenance repairs;
- Completes inspection of equipment within the kitchen to ensure proper function.
- Cooperates Facility Department during monthly drills.
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of 25 CFR Part 36 Minimum Academic Standards for Basic Education of Indian Children and National Criteria for Dormitory Situation
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Ability to reach, bend, stoop and frequently lift up to 25 pounds.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Food Service Head Cook.

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 Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Assistant Cook

REVIEWED BY: _____ **DATE:** _____
Food Service Head Cook

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor