

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

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 and prepares and serves wholesome, well-balanced, well-cooked meals and snacks to residential students. Assists in providing clean, well maintained, and sanitary conditions in the kitchen, 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.

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;
- Ability to obtain at least four (4) hours of annual continuing education/training;
- Ability to communicate effectively and work well with staff and students;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

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 description;
- Maintain good and timely attendance;
- 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;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- 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 50 pounds.

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

SUPERVISION RECEIVED: Food Service Head Cook.

SUPERVISION GIVEN: Students.

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: _____

Assistant Cook

DATE: _____

REVIEWED BY: _____

Food Service Head Cook

DATE: _____

REVIEWED BY: _____

Homeliving Supervisor

DATE: _____